The Cooperative Work Experience Plan includes:

- The systematic design of a program whereby students gain realistic learning experiences through work;
  - Work Experience Education will offer the student the opportunity to earn college credit for planned learning activities related to employment
- A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies;
  - Work Experience Education will offer working students, in paid or unpaid positions, in cooperation with the instructor and job site supervisor, assistance in setting goals to be accomplished during the school term.
- Guidance services;
  - Work Experience Education will offer the student guidance services which apply to success in college and at the job site.
- A sufficient number of qualified academic personnel to direct the program;
  - Work Experience Education will be coordinated by the course instructor of record.
- Processes that assure students’ on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
  - Work Experience Education will provide the student learning opportunities, including, but not limited to, projects, attending group and/or individual meetings with the coordinator, career workshops and new job skills.
  - Work Experience Education students will be provided with a rubric, which serves as the basis for awarding grades.
- Adequate clerical and instructional services are provided; and
  - Work Experience Education will be supported by Workforce Development.
- Maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.
  - The Work Experience Education coordinator is responsible for maintaining all records for enrolled students, which is the basis for final grades.
  - The Work Experience Education coordinator is responsible for maintaining contact with the job site supervisor.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student’s achievement, and the final grade.
There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units. Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

Date Approved: April 19, 2011
(Replaces College of Marin Policy 2.0002)