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1.0 Type of Cooperative Work Experience Education (Title 5, § 55252)

1.1 Cooperative Work Experience Education (CWEE) is a Los Rios Community College District-initiated and District controlled program of education consisting of the following types:

1.1.1 Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal for which his/her college program has been designed.

1.1.2 General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals.

2.0 College Credit and Repetition (Title 5, § 55253)

2.1 For the satisfactory completion of all types of CWEE, students may earn up to a total of 16 semester units, subject to the following limitations:

2.1.1 General Work Experience Education:

2.1.1.1 Students may enroll in no more than three (3) semester units during one enrollment period with a maximum total of six (6) semester units, during the student's enrollment.

2.1.2 Occupational Work Experience Education:

2.1.2.1 Students may earn no more than four (4) semester units per enrollment term, with a maximum total of sixteen (16) semester units over the course of four (4) terms, during the student's enrollment.

2.1.2.2 Students may earn up to eight (8) semester units in any one enrollment term under special circumstances and with prior approval by CWEE Coordinator and/or department chair or division dean.

2.1.2.3 It is possible that some students will be unable to accumulate the full sixteen (16) semester units of work experience during four (4) terms. Therefore under special circumstances, with prior approval by the CWEE Coordinator and/or department chair or division dean, students may accumulate the full sixteen (16) semester units of work experience in their occupational or educational goals over the course of five (5) or more terms.

### 3.0 Student Qualifications (Title 5, § 55254)

3.1 In order to participate in CWEE students shall meet all of the following criteria:

3.1.1 Pursue a planned program of CWEE which, in the opinion of the CWEE Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

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

3.1.3 Have the approval of the CWEE Instructor/Coordinator.

3.1.4 One of the following:

3.1.4.1 Be a registered apprentice as defined by Labor Code Section 3077 enrolled in related or supplementary courses required of the apprentice programs. Community college districts may grant units of credit for CWEE consistent with provisions of this regulation.

3.1.4.2 Be self-employed and meet the following conditions: Identify a person who is approved by the Instructor to serve as the designated evaluator representative. This representative shall be an objective individual in the same profession who can provide the student with constructive and professional feedback regarding the student's professional growth. The relationship of the evaluator and student must be professional and not personal in nature and agree to accept in writing the following employer responsibilities:

- a. Assist the student in identifying new or expanded on-the-job meaningful and measurable learning objectives.
- b. Assist in the evaluation of the student's identified learning objectives.
- c. Validate hours worked.

3.1.4.3 Participate in part-time or full-time paid employment.

3.1.4.4 Paid or unpaid internships.

3.1.4.4.1 Unpaid internship participants must submit a signed and dated LRCCD Unpaid Internship Agreement form to CWEE Instructor prior to start of unpaid internship.

3.1.5 Be enrolled in one of the following courses:

3.1.5.1 General Work Experience Education.

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### 3.1.5.2 Occupational Work Experience Education.

#### 4.0 Records (Title 5, § 55256)

- 4.1 The Colleges shall maintain student records which shall include at least the following:
  - 4.1.1 The type and units of CWEE in which the student is enrolled, where the student is employed, and the type of job held and a statement signed and dated by the CWEE Instructor which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
  - 4.1.2 The record of the work permit issued, if applicable signed by the designated issuing agent.
  - 4.1.3 New or expanded on-the-job written, measurable, learning objectives which serve as part of the basis for determining the student's grade, signed by the student, employer, and CWEE Coordinator.
  - 4.1.4 The employer's report of student CWEE hours worked and performance evaluations based on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- 4.2 The following records must be maintained which are signed and dated by CWEE Instructor/Coordinator, Employer, and student:
  - 4.2.1 Documentation by CWEE Instructor/Coordinator of consultations with the student.
  - 4.2.2 Documentation by CWEE Instructor/Coordinator of consultations with employers in person with the employer or designated representative at the employer's place of business once each semester; unless site meets the alternative "In-Person" options.
  - 4.2.3 Written evaluation by CWEE Instructor/Coordinator of each student, including final grade.
  - 4.2.4 The LRCCD Unpaid Internship Agreement signed by the CWEE Instructor, the employer or designated representative, and the student when applicable.
- 5.0 Work Experience Credit (Title 5, § 55256.6)
  - 5.1 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 CWEE. The maximum contact hours counted for a student shall not exceed the maximum

number of CWEE units for which the student may be granted credit as described in section 55253.

- 5.2 The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.
- 5.3 The following formula will be used to determine the number of units to be awarded:
  - 5.3.1 Each 75 hours of paid work equals one semester credit.
  - 5.3.2 Each 60 hours of non-paid work equals one semester credit.
- 5.4 Other conditions required for awarding credit:
  - 5.4.1 Work Experience hours must be completed during the term in which they are enrolled.
  - 5.4.2 Students must submit required program forms and assignments during the term in which they are enrolled.
  - 5.4.3 Units earned will be based only on full unit increments of 1-4.

6.0 Responsibilities of the College, Employer, Student and District (Title 5, § 55255)

- 6.1 Responsibilities of the College are to:
  - 6.1.1 Register students in the appropriate CWEE program. The prerequisite for a specific CWEE program is as written in the College catalogs.
  - 6.1.2 Provide CWEE Instructors/Coordinators time to maintain and promote the CWEE program in the following manner:
    - 6.1.2.1 Develop contacts with business, industry and governmental agencies for potential job learning stations.
    - 6.1.2.2 Maintain good public relations by speaking to civic, educational, governmental, and service organizations.
    - 6.1.2.3 Introduce CWEE instructors to key personnel within business, industry and governmental agencies.
    - 6.1.2.4 Work closely with the college counseling/career center staff.
    - 6.1.2.5 Maintain liaison with the faculty and administration.
    - 6.1.2.6 Handle student and instructor appeals related to CWEE.
    - 6.1.2.7 Administer the CWEE budget.

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- 6.1.2.8 Participate in college advisory committees.
  - 6.1.2.9 Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEE.
  - 6.1.2.10 Evaluate to determine eligibility for entrance into the program.
  - 6.1.2.11 Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous.
  - 6.1.2.12 Provide a weekly CWEE class (orientation).
  - 6.1.2.13 Provide referral to counseling, career center, and other student services staff as needed.
  - 6.1.2.14 Obtain written employer evaluations, in addition to completing an in-person consultation with the employer.
    - 6.1.2.14.1 Alternatives to in-person site visits will be approved on a case-by-case basis by the CWEE Coordinator and documented on the Site Visit form.
  - 6.1.2.15 Assure that work done by students contributes to their occupational or educational goals.
    - 6.1.2.15.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Instructor/Coordinator and student.
    - 6.1.2.15.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.
  - 6.1.2.16 Evaluate, with advice of employers, work done by students and award grade and credit for successful accomplishment each enrollment term.
    - 6.1.2.16.1 CWEE Instructor/Coordinator will consult with employers in person to assess student progress on the job.
    - 6.1.2.16.2 CWEE Instructor/Coordinator will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester.

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- 6.1.2.16.3 CWEE Instructor/Coordinator will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews form employers.
    - 6.1.2.16.3.1 CWEE Instructor will submit completed and signed LRCCD waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE Coordinator by the end of the enrollment term.
  - 6.1.2.17 Evaluate the CWEE Program through the college program review process.
  - 6.1.2.18 Participate in the evaluation process for CWEE Instructors.
  - 6.1.2.19 Provide the Instructor with CWEE forms for students and employers including the District's liability for unpaid internships.
  - 6.1.2.20 Collect CWEE student records from CWEE Instructors and maintain work experience participant records according to Title 5 regulations.
  - 6.1.3 Provide CWEE Instructors with reasonable assigned time in terms of weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the class (orientation).
  - 6.1.4 Assign adequate clerical support to the CWEE program to maintain records.
  - 6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development.
  - 6.2 Responsibilities of the student are to:
    - 6.2.1 Attend required weekly class (orientation) group seminars, and/or individual conferences called by the CWEE Instructor.
    - 6.2.2 Notify the CWEE Instructor of any changes of job, supervisor, or work hours.
    - 6.2.3 Return completed and signed LRCCD waiver form and required documents to the CWEE Instructor including an application form, learning

objective agreement form, performance evaluation forms, timesheet, and when applicable an unpaid internship agreement form.

6.2.3.1 Complete and sign the LRCCD Waiver/Assumption of Risk form at the beginning of the enrollment term and prior to the start of the student's work participation at the job learning station.

6.2.3.2 Complete and sign, if applicable, the Self Employment form designating and identifying a qualified supervisor/mentor for the self-employed student.

6.2.4 Report hours worked.

6.2.5 Consult the CWEE Instructor and/or Coordinator concerning job-related problems.

6.3 Responsibilities of the employer and the Job Learning Stations (Title 5, § 55257):

6.3.1 Job learning stations and employer shall meet the following criteria:

6.3.1.1 Employers or designated representatives agree with the intent and purposes of CWEE for students and are given a copy of each student's approved on-the-job measurable learning objectives.

6.3.1.2 Provide a reasonable probability of continuous work experience for students during the current Work Experience enrollment term.

6.3.1.3 Employers or designated representatives provide adequate supervision, facilities, equipment and materials at the job learning stations to achieve on-the-job measurable learning objectives.

6.3.1.4 Employers agree to comply with all appropriate federal and state employment regulations.

6.3.2 Employers agree to sign the following forms and complete all the following activities:

6.3.2.1 Assist students to define new or expanded measurable on the job learning objectives. These objectives will be written by the student on the Learning Objectives form, and approved by the employer and instructor.

6.3.2.2 Evaluate learning objectives on the Performance Evaluation form at midterm and at the end of the work experience activity.

6.3.2.3 Meet with the instructor at the student's job learning station once each semester and complete the Site visit form documenting the in-person consultation(s) with the employer or designated representative.

6.3.2.4 Sign and verify the student's hours worked on the Time Sheet form.

6.3.2.5 Sign the LRCCD Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEE office at the beginning of the enrollment term and prior to the student's start of the unpaid internship.

6.3.2.6 Verify information on the student's Application form to establish the location of the student's job learning station, the type of job held, the course identifier, and the number of units in which each student is enrolled.

6.4 Responsibilities of the District are to:

6.4.1 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:

6.4.1.1 CWEE Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

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

6.4.1.3 Consultation with students in-person to discuss student's educational growth on the job.

6.4.2 Provide the above services at least once each semester for each student enrolled in the CWEE. 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 in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and Title 5 CWEE requirements remains with the college.

6.4.3 In certain limited situations that will be defined in guidelines issued by the State Chancellor, the District may substitute approved alternatives to "in-person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used.



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- 6.4.4 Provide apprenticeship work experience courses when entering into contracts with Joint Apprenticeship Training Committee (JATC). The Los Rios District may delegate CWEE coordination/supervision activities to the JATC per Title 5 of the California Administrative Code.

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LRCCD

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