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References:

AP 4103 Work Experience

(Replaces current SBCCD AP 4106)

NOTE: This procedure is **legally required** if the District permits work experience. Local practice may be inserted, but must involve:

- A plan is developed and submitted to the State Chancellor's Office, which includes:
- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- 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;
- Adequate clerical and instructional services are provided

NOTE: In addition, procedures should address:

- ~~the~~**The** maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, **and** evaluation of performance, ~~and that a work permit was issued.~~
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

• **From current SBCCD AP 4106 titled Work Experience**

The colleges of the District shall provide sufficient services for maintaining the Work Experience program that should include:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- 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; **and**
- Adequate clerical and instructional services are provided;.

Work experience records are maintained by the office responsible for work experience on each campus.

References:

Education Code Section 78249;
Title 5, Sections 55250 et seq.

Attachments:

[AP 4103 Work Experience - Comments](#)
[AP 4103 Work Experience - Legal Citations](#)
[AP4103-OLD.pdf](#)

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