

## Chapter 4 – Academic Affairs

### AP 4103 Work Experience

#### References:

Title 5 Sections 55250 et seq.

#### A. Purpose

The purpose of work experience education is to provide with an integrated instructional program that provides opportunities to connect academic curricula and 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 demonstrating learning outcomes that have value towards a degree or certificate.

In keeping with the educational philosophy of the College, which maintains that occupational education is a vital and inseparable segment of the total educational program of the College, Mt. San Antonio College is committed to the development and expansion of an effective program of work experience education.

Work Experience courses submitted for review are subject to curriculum review procedures established for all other courses and to Academic Senate approval.

#### B. Authority

California Community Colleges may offer work experience courses in accordance with Title 5 of the California Code of Regulations.

#### Credit and Noncredit Work Experience Education

Work experience education 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. This is guided by a written agreement between the College, the work site, and the student, providing the learner with adequate equipment, materials, and facilities to support the learning objectives specified within the agreement.

#### Student Qualifications

Students participating in Work Experience education must:

- A. have the approval of the assigned work experience professor;
- B. have an occupational or educational goal to which, in the opinion of the professor, the work experience chosen will contribute;

- C. pursue a planned program of work experience education based on written, measurable learning objectives that are directly related to the student's educational program and which, in the opinion of the professor, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not permit continued eligibility for the program;
- D. be enrolled in an existing program offered at the College directly related to the work experience course and must have completed at least one-third of the units required for the program OR be concurrently enrolled in a class in the same TOPS code as the program; and
- E. meet the following condition if self-employed: identify a person who is approved by the professor to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:
  - 1. Assist the student in identifying new or expanded on-the-job learning objectives;
  - 2. Assist in the evaluation of the student's identified on-the-job learning objectives; and
  - 3. Validate hours worked.

### Credits

For the satisfactory completion of work experience education within a for-credit program, the College will grant credit to a student in an amount not to exceed fourteen (14) units per semester. A minimum of fifty-four (54) clock hours, paid or unpaid, per semester of supervised work is required for each one unit of credit. Work Experience courses are repeatable.

### Noncredit Work Experience Course Completion

Students enrolled in a noncredit work experience course will be required to complete the minimum contact hours as specified on the course outline of record (COR) and earn a "Pass" for the course. Noncredit courses are repeatable.

### Credit and Noncredit Work Experience Courses

The student enrolled in the work experience education program shall assume and comply with the following responsibilities:

- A. unless otherwise determined, develop measurable learning objectives approved by the professor and work site supervisor;
- B. if under the age of 18, obtain the written permission of their parents;
- C. faithfully discharge the duties of the on-the-job assignment;
- D. notify the professor of any work site problems or change in status of duties;
- E. represent themselves and the College positively while at the work site; and

F. if, prior to enrolling in work experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.

### Work Experience Materials

Work Experience materials can be obtained in the Instruction Office.

Revised: June 10, 2013

Revised: October 9, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Revised: September 4, 2024