



COOPERATIVE WORK EXPERIENCE
Program Plan 2018

Draft July 2018

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1.0 Responsibilities of the District

1.1 Approved Plan Required.

Responsibilities of the District are to design and follow this approved plan for Cooperative Work Experience Education. This Cooperative Work Experience Education program which has been approved by Hartnell College Board of Trustees and claimed for apportionment. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor. (§55250, §58501, §58009)

Work-experience education includes the employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees. (§55250.3)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

1.2 Requirements of Plan.

(a) The district plan contains the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the State

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- e. Maintain liaison with the faculty and administration;
- f. Handle student and instructor appeals related to CWE;
- g. Administer the CWE budget;
- h. Participate in college advisory committees;
- i. Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWE;
- j. Evaluate student program applications to determine eligibility for entrance into the program;
- k. ~~Ensure that all assignments and projects are measurable and academically rigorous;~~ Ensure that they are measurable and academically rigorous;
- l. Provide a weekly CWE class (orientation);
- m. Provide referral to counseling, career center, and other student services staff as needed;
- n. Obtain written employer evaluations, in addition to completing an on-site consultation with the employer;
- o. Alternatives to in-person site visits will be approved on a case- by-case basis by the CWE Coordinator and documented on the Site Visit form.
- p. Assure that work done by students contributes to their occupational or educational goals.
- q. Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWE Coordinator/ instructor and student.
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