



San Diego Community
College District

Work Experience Education

Student Handbook

Revised October 2023



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT WORK EXPERIENCE EDUCATION HANDBOOK

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NONDISCRIMINATION POLICY

(Board of Trustees Policy BP 3410)

San Diego Community College District Board of Trustees Policy BP 3410.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.

For further information or procedures for filing a formal complaint are found online at <http://hr.sdccd.edu/eo/eeositecomp.cfm>



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WORK EXPERIENCE EDUCATION

BACKGROUND

Educational programs that link classroom based learning with practical experience have been in existence as early as the 1800's. University of Cincinnati first launched such a program in America in 1906 with success in providing academic credit for structured work experiences under the supervision of faculty. As Congress passed the Smith-Hughes Act, also known as the Vocational Act of 1917, the Federal Board of Vocational Education recognized the principles of work experience education and encouraged schools to establish such programs. Over the years, a number of program models have been developed across the United States for 4-year Colleges, Universities, and for Community Colleges. In 1969 the California Community College Board of Governors adopted Title 5 Regulations authorizing Work Experience Education. The regulations that pertain to Work Experience Education can be found at [Title 5, CA Code of Regulations Related to Work Experience](#).

DEFINITION

Work Experience Education (WEE) is a structured educational process that combines real-world work experiences gained by students with regular academic or vocational instruction and is considered to be an integral part of the community college curriculum. Work Experience Education courses provide experiential learning activities to strengthen student learning and reinforce the student's effective work habits, attitudes and career awareness, thereby enhancing the student's marketable skills.

Work Experience is part of the Work-Based Learning Continuum and provides students with opportunities to receive college credit for learning through paid and unpaid work experiences (figure 1).

Work-Based Learning Continuum

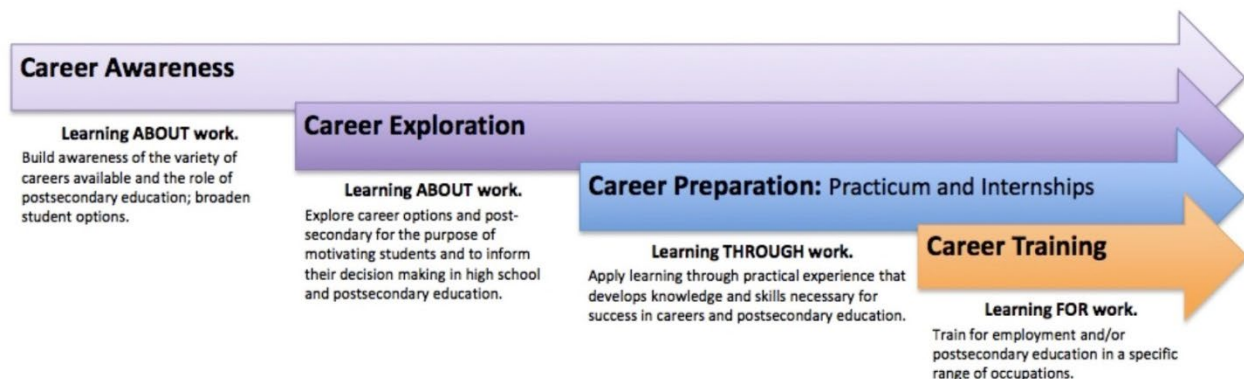


Figure 1. Opportunities in work-based learning, chart from Connect Ed Studios, *Work-Based Learning Toolkit, Work-Based Learning Continuum*, 2018. www.ConnectEdStudios.org. 30 Oct. 2018.

Title 5 Section 55250.3 defines Work Experience Education to include employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees.

Work Experience is a District-initiated program of education consistent with California Administrative Code, Title 5, Section 55250, consisting of General Work Experience Education and Occupational Work Experience Education:



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 does not have to be related to the students' educational goal. Title 5 section 55252

Occupation Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. Title 5 section 55252

TYPES OF WORK EXPERIENCE COURSES

General Work Experience (272)

This course is intended to assist students in acquiring desirable work habits, attitudes and career awareness. Employment or internships may be unrelated to the students' educational goal as students may identify broader objectives. General Work Experience is a program of on-the-job experiences designed to assist the student in developing occupational effectiveness. Employment need not be related to a vocational or occupational major. Students may repeat WORK 272 courses up to a maximum of 6 units. Title 5, Section 55253. Hours by arrangement. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work. 1-3 units. Grade only.

Occupational Work Experience (270)

These courses extend classroom-based career-technical education at a work-based learning site so employment or internship must relate to the students' educational or occupational goal. Occupational Work Experience provides on-the-job learning experiences for students employed in a job or internship related to an occupational major. Students develop workplace competencies, critical thinking skills, and problem-solving abilities through the creation and achievement of job-related behavioral learning objectives. One unit of credit may be earned for each 75 hours of paid employment or 60 hours of volunteer work. This course may be taken up to four times. Subject specific Occupational Work 270 courses are designated by the subject. For example: Child Development 270 has additional requirements identified by the subject area. Details of subject specific course requirements are provided in the course description located in the college catalog and in the course outline on Curricunet. 60 – 300 hours. 1-4 units.

A combination of ALL Work Experience courses including General Work Experience 272, subject specific and Occupational Work Experience 270, courses may not exceed 16 college credits (including all community colleges and universities attended as well as work experience credits earned in high school).

Student Limitations on WEE Hours / Units per Title 5, Section 55253

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education. A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.



(2) Occupational Work Experience Education. A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

WORK EXPERIENCE TYPES

Paid Work Experience

Student is employed for wages or salary with an organization and will complete their work experience hours at this organization.

In this type of work experience, it is understood:

- The student and the organization do not have any employment arrangements with the San Diego Community College District. Exceptions are made for SDCCD employees enrolled in Work Experience.
- The organization will provide adequate protection for their paid employee through workers' compensation and general liability insurance as required by law.
- The organization shall defend, indemnify and hold harmless the San Diego Community College District its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims of injury or damages arising out of the performance of this agreement.

Unpaid Work Experience

Student is not employed nor receives wages or salary with an organization, instead the student has freely offered to take part with the organization to complete work experience hours.

In this type of work experience, it is understood:

- The student and the San Diego Community College District understand that no employment arrangement exists between the student and the organization.
- The San Diego Community College District will provide adequate protection for the student through its workers' compensation insurance as required by law.
- The organization agrees to defend, indemnify and hold harmless the San Diego Community College District, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims of injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the organization, its officers, agents or employees.

Work Experience Credit - Per title 5, 55256.5.

(a) 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 Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

(3) Units may be awarded in 0.5 unit increments.

Internship

Student works in an organization, paid or unpaid, in order to gain work experience.

San Diego Community College District follows the National Association of Colleges and Employers (NACE) criteria for determining whether or not an experience can be defined as an internship:

1. To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:
 - a. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
 - b. The skills or knowledge learned must be transferable to other employment settings.
 - c. The experience has a defined beginning and end, and a job description with desired qualifications.
 - d. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
 - e. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - f. There is routine feedback from the experienced supervisor.
 - g. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. For more information go to the [NACE website](#)

STUDENT ENROLLMENT

General Enrollment Process

1. Sign and submit the online *Work Experience Application* to begin the process of enrolling in academic course and provide consent for course instructor or WEE coordinator to contact site supervisor regarding WEE matters. (FERPA).



- a. Watch the Online Work Experience Orientation and complete the Orientation Quiz (Save quiz as file (PDF) to your computer as you will need to upload the file into *WE Application*)
 - b. On-Campus Placements ONLY - Complete the SDCCD Volunteer Form - Only required of students working in an ON-CAMPUS department in an UNPAID position.
 - c. CHIL 270 + 151 Students ONLY - Have documentation of required immunizations for childcare programs.
 - d. Completion of *Employer Agreement* by Site Supervisor (emailed to Site Supervisor automatically once student *WE Application* has been submitted)
2. Attend a mandatory WEE orientation and complete required paperwork.
 3. Read, understand, and follow course syllabus regarding responsibilities, attendance and drop policies, assignments, and grading criteria.
 4. Establish and maintain contact with course instructor throughout the term.
 5. Each semester, determine three measurable job-oriented learning objectives with work, internship, or volunteer supervisor and instructor input. Students repeating the course or employed with a company for an extended period of time must select NEW learning objectives beyond those available during the prior term.
 6. Work or intern enough hours to meet the minimum as required by Title 5 regulations (see section MINIMUM WORK OR INTERN HOURS REQUIRED for details).
 7. Actively participate in required conferences and the evaluation of measurable job-oriented learning objectives.
 8. Submit a *Cumulative Work Record* verified by work supervisor and completed Learning Agreement form to the instructor as directed by the course syllabus.
 9. Conduct themselves in a professional manner at all times. Refer to the college catalog section on student's rights and responsibilities in [Policy 3100](#).
 10. Meet satisfactory job performance standards while completing measurable job-oriented learning objectives.
 11. Inform instructor if they are unable to complete their Work Experience hours.
 12. Inform instructor if they are no longer able to participate and require dropping or withdrawing from the course.

Required Gender Equity, Sexual Harassment, and Violence Prevention Training

Work Experience students at San Diego City, Mesa, and Miramar Colleges are required to complete a *Gender Equity, Sexual Harassment, and Violence Prevention* training online through Canvas. This training includes workplace expectations, laws, and guidance regarding sexual harassment in the workplace. The completion of this training will provide insight into sexual harassment prevention professional expectations and laws.

The following *Gender Equity, Sexual Harassment, and Violence Prevention* training requirements apply to all Work Experience 270 and 272 students:

1. Students are required to complete the training prior to or when submitting *Cumulative Work Record* to their assigned WE Instructor.



2. Students will automatically receive an email from the San Diego Community College District (SDCCD) at the time of enrollment, outlining steps to complete the *Gender Equity, Sexual Harassment, and Violence Prevention* training.
 - a. The training is available via Canvas and will take approximately one hour to complete.
3. Once completed, the student must submit proof of their completion by taking a screenshot of their Canvas gradebook and sending it to their assigned WE Instructor.
 - a. Students who have completed the training will have 12 months before they must re-take the training (if enrolled in Work Experience 270 or 272 again).
 - b. Current San Diego Community College District employees may submit evidence of any SDCCD Gender Equity, Sexual Harassment, and Violence Prevention training in lieu of completing the Canvas training.

WE REQUIRED FORMS & OTHER WORK SITE FORMS

Students are required to complete the following Work Experience forms:

- Application
- Learning Agreement
- Cumulative Work Record
- Unpaid WE Volunteer Form (if applicable)

If a work site accepting a student for a Work Experience placement requires additional documentation or forms to be signed, then the forms or additional documents should be provided by the work site and completed by the student.

If a work site accepting a student for work experience placement requires an MOU with the college, the work site should provide the MOU and the local college may sign it. It is recommended the college submit the MOU to the District Risk Management office for review prior to signing.

Note: District Clinical Affiliation agreements are not designed for Work Experience placements or student internships.

ROLES AND RESPONSIBILITIES

Student Responsibilities

Students who enroll in WEE courses are responsible for the following and must meet the eligibility requirements.

Student Eligibility Requirements

1. Have a job, internship, or volunteer position to enrolling in a Work Experience course that will provide learning experiences that will contribute to his/her occupational or educational goal and includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have a job, internship, or volunteer position that offers a reasonable probability of continuous work experience for the duration of the enrolled term.
3. Work, intern, or volunteer enough hours to meet the minimum semester hour requirements (see chart under OPERATIONAL GUIDELINES).



4. Be within the 16-unit repeatability limitation.
5. Have a declared major, educational or occupational goal related to the employment, internship, or volunteer position when enrolled in any Occupational Work Experience course or if required by the course outline.
6. For students who are under the age of 18 and NOT high school graduates, the student must submit a copy Work Permit signed by designated issuing agent.
7. Complete Gender Equity, Sexual Harassment, and Violence Prevention training prior to or when submitting *Cumulative Work Record*.

Students are to complete applicable WE forms. For the most current forms, refer to the College WE webpage.

- Work Experience Application: Completed and signed by student with placement details as initial step in participating in WEE courses and submitted to Work Experience Coordinator once position is secured.
- Learning Agreement: Includes learning objectives and must be signed by the Supervisor, Student, and Instructor.
- *Final Evaluation*: Student and Site Supervisor both individually rate student progress, completion of job-oriented learning objectives, and post 21st Century Skills growth
- Cumulative Work Record: Utilized throughout the semester to track WEE hours and completed by the student and approved by Site Supervisor.

In order to participate in Work Experience Education Student shall meet the following Title 5 Section 55254 Student Qualifications criteria:

1. *Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.*
2. *Have on-the-job learning experiences that contribute to their occupational or education goals.*
3. *Have the approval of academic personnel.*
4. *Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:*
 - a. *Assist the student in identifying new or expanded on-the-job learning objectives.*
 - b. *Assist in the evaluation of the student's identified on-the-job learning objectives.*
 - c. *Validate hours worked.*

Instructor Responsibilities

Instructors under Work Experience Education are assigned by the Dean responsible for WEE to provide direct supervision of students enrolled in their course(s). The instructor must meet minimum qualifications required by California Community Colleges. Title 5, 53416.

The following are typical responsibilities:

1. Conduct WEE courses according to Title 5 of the State Education Code and District policy and procedures.
2. Develop course syllabus and submit a copy to the instructional Dean by the date determined



and as directed.

3. Ensure students complete applicable WE forms and submit as required.
4. Maintain student records under confidentiality guidelines. Family Educational Rights and Privacy Act of 1974 (FERPA) can be found under Faculty Web Services [Faculty Web Services](#)
5. Determine that each participating student qualifies (Title 5, Section 55254) by reviewing student information to determine if they meet the eligibility requirements (see Student Eligibility Requirements under Student Responsibilities section).
6. Encourage student to complete required Gender Equity, Sexual Harassment, and Violence Prevention training prior to completion of work experience hours and submission of *Cumulative Work Record* (see section REQUIRED GENDER EQUITY, SEXUAL HARASSMENT, AND VIOLENCE PREVENTION).
 - a. Faculty have the discretion to work with students who are having difficulty completing the training.
 - b. Work Experience Coordinators can provide support and answer questions regarding the training requirements.
7. Conduct orientation session(s) and ensure that students have access to syllabus and all necessary program information and materials that are reviewed at the orientation.
8. Guide students in developing a proposal of least three (3) measurable new or expanded job-oriented learning objectives per course that are specific, achievable, relevant, and time-based, and grant approval for objectives that sufficiently support the units to be awarded.
9. Conduct two site visits. See section SITE VISITS WITH STUDENTS AND SUPERVISOR regarding site visit process and what to keep in mind when conducting site visits.
10. Collaborate with the worksite supervisor during initial site visit involving the student and supervisor to discuss the Work Experience process and the learning objectives to be completed during the term.
11. Provide ongoing student support for achieving learning objectives and course assignments through conferences, email, or phone contact.
12. Make referrals to appropriate college services when students have concerns beyond the scope of WEE course.
13. Notify the work site supervisor and the Work Experience Coordinator when a student is no longer enrolled in a WEE course due to drop or withdrawal.
14. Maintain supervisor and student evaluations of documented objectives/projects using the *Learning Agreement* rating scale to measure how well objectives/projects were accomplished. Include a written evaluation of each student's progress and accomplishments and assign a letter grade for the course.
15. Develop and maintain liaisons and assist in WEE placement activities with appropriate government agencies, businesses, and industries.
16. Work with the Work Experience Coordinator to ensure that all required paperwork is completed by the student and verify students' signature consenting to communication between course instructor, WEE coordinator, and supervisor regarding WEE matters. (FERPA)
17. Report student injuries (see section UNPAID WORK EXPERIENCE STUDENT INJURY).
18. Verify the student's participation status. Internships fall under a unique set of guidelines. Students must work or intern enough hours to meet the minimum hours per unit as required by Title 5.



- a. Instructors should review “Internship Background and Definitions” in Appendix A before the first “in-person” supervisor site visit.

Employer / Supervisor Responsibilities

Employers or designated worksite representatives agree with the intent and purposes of Work Experience Education and indicate so by signing the copy of each student’s Employer Agreement. A copy of the student’s Work Experience forms and approved *Learning Agreement* shall be provided to the employer or designated representative (Title 5, Section 55257).

Worksite Personnel Responsibilities

1. Ensure work experience learning site offers a reasonable probability of continuous work experience for students during the student’s enrollment term.
2. Provide necessary supervision and training to ensure that the student receives appropriate educational benefit from this work experience.
3. Provide necessary and appropriate facilities, equipment and materials at the worksites so students may achieve agreed-upon learning objectives.
4. Comply with all appropriate federal and state employment regulations.
5. Participate in site visits to develop measurable new or expanded job-oriented learning objectives.
6. Evaluate the student’s approved measurable new or expanded job-oriented learning objectives on the online *Final Evaluation* form.
7. Verify the number of hours worked by the student by signing and approving the online *Cumulative Work Record* form.
8. Comply with NACE Internship Guidelines: [NACE Internship Guidelines](#).
9. Contact the Work Experience Instructor/Coordinator if a student issue or concern arises.

GUIDELINES FOR SPECIFIC STUDENT POPULATIONS

Self-Employed

Self-Employed students may enroll in Work Experience if a Designated Employer Representative is available and approved by Work Experience Instructor. The Designated Employer Representative must agree in writing, to assist student with identifying and evaluating new or expanded measurable learning objectives and validate the hours worked by the student Title 5, Section 55254, (d).

Veterans

Veterans who receive overpayment of benefits because they did not complete the process, or course, are responsible for repayment. See the SDCCD [Student Veteran’s Handbook](#).

International Students

International Students are responsible for following guidelines and regulations related to their status and to Curricular Practical Training. International Students should attend the Practical Training Workshop prior to enrolling in any Work Experience course. International student should contact their International Student Advisor for more information.

Students with Disabilities



Students with disabilities who need academic accommodation(s) must provide verification of need either from Disability Support Program and Services (DSPS) or an outside source and notify the instructor during the first two weeks of class. SDCCD guidance for Academic Accommodations for Students with Disabilities can be found online at under Student Services [BP 3105](#).

Worksite Disability Accommodations

It is important to the Colleges of the San Diego Community College District to ensure an inclusive work experience. Students with disabilities who are engaged in a work experience placement and who require workplace accommodation are encouraged to discuss their needs with their supervisor or the human resources office at their work site. Workplace accommodation is usually determined by engaging in a collaborative discussion with the worksite representative regarding the employee's or volunteer's accommodation request.

If a work experience student needs support with this process, a Vocational Specialist with the Workability III Program can help them with information about the process of making workplace accommodation requests. Find information about workplace accommodation and contact information for the Workability III Program at www.sdccd.edu/dsps

Students Participating in Work Experience Out of State

Work Experience hours for out-of-state placements are allowable under one of the following two conditions:

1. The student is employed by the out-of-state organization (legally employed and paid by the employer per the state requirements).

Or

2. The student remains physically located in CA and working remotely as a volunteer or unpaid for all logged work experience hours. As an unpaid or volunteer work experience student, the student cannot travel out-of-state for logged work experience hours.

Students Participating in Work Experience Internationally

Work Experience hours for international placements are allowable for remote work only. For both Paid and Unpaid/Volunteer Work Experience, students must remain physically located within CA for all logged work experience hours.

MINIMUM WORK EXPERIENCE PAID AND NON-PAID HOURS REQUIRED

Work experience credit is earned in accordance with the two tables listed below. Credit is awarded based on 75 hours of paid work or 60 hours of non-paid internship per unit the student is enrolled.

All work experience hours must occur within the academic calendar and may only be counted from one approved organization at a time. Under specific approved cases, students may switch organizations within the same semester and use hours from both organizations towards total work experience hours, however, the organization must both be the same type of Work Experience (Paid & Paid, Unpaid & Unpaid). Contact your Work Experience Instructor for approval, more information, and to complete the required forms.



Work Experience 270		
Units	Paid Employment	Non-Paid Volunteer/Internship
1	75 hours/semester	60 hours/semester
1.5	112.5 hours/semester	90 hours/semester
2	150 hours/semester	120 hours/semester
2.5	187.50 hours/semester	150 hours/semester
3	225 hours/semester	180 hours/semester
3.5	312.50 hours/semester	210 hours/semester
4	300 hours/semester	240 hours/semester

Work Experience 272		
Units	Paid Employment	Non-Paid Volunteer/Internship
1	75 hours/semester	60 hours/semester
1.5	112.5 hours/semester	90 hours/semester
2	150 hours/semester	120 hours/semester
2.5	187.50 hours/semester	150 hours/semester
3	225 hours/semester	180 hours/semester

Hours per title 5, 55256.5. Work Experience Credit.

The hours are to be verified on the *Cumulative Work Record* by the worksite supervisor (Title 5, Section 55256.5 (c)). This requirement is the same regardless of the length of the enrollment term.

Students cannot make changes to the unit load after the add/drop deadline. The total amount of hours must be completed based on enrolled unit load.

A combination of ALL Work Experience courses including General Work Experience 272, subject specific and Occupational Work Experience 270, courses may not exceed 16 college credits (including all community colleges and universities attended as well as work experience credits earned in high school).

REPEATABILITY

Students may repeat WEE courses up to a maximum of 16 units. General Work Experience (WORK 272) may be completed up to a maximum of 6 units. If a student takes WORK 272 and Occupational Work 270 courses (WORK 270 and/or discipline specific 270 courses), the combined maximum credit may not exceed a total of 16 units (Title 5, Section 55253).

District Limitation: Students can enroll in multiple short term courses within a semester/term, but can enroll in only one (1) General Work Experience 272 or Occupational Work Experience 270 course (including subject specific 270 courses) at a time. Students may take the course more than once in a semester as long as the course dates do not overlap.

MEASURABLE WORK EXPERIENCE LEARNING OBJECTIVES



One of the prime requirements of the WEE course is that students develop at least three (3) new or expanded job-oriented learning objectives beyond those experienced during previous employment or internships. This is an opportunity for students to integrate or demonstrate the knowledge and skills developed at college into a workplace environment. It is essential that the instructor assists and guides student in developing measurable job-oriented learning objectives that provide educational value to the students.

Please utilize the [Learning Objectives Resource Guide](#) and Worksheet for additional instructions and draft learning objective worksheets.

GUIDELINES FOR WRITING OBJECTIVES

S.M.A.R.T. Objectives

The establishment of all objectives should be created using the S.M.A.R.T. philosophy. What do we mean by a S.M.A.R.T. objective? S.M.A.R.T. is acronym that is used to guide the development of measurable goals. Each objective should be:

Specific	Describe a precise or specific outcome which is linked to a rate, number, percentage or frequency.
Measurable	Describe the system you will put in place to measure your progress toward the achievement of your objective.
Achievable/Attainable	Describe the specific actions you will take to accomplish objective.
Relevant	Can you make an impact on the situation? Is it important to your education? To your Supervisor/Organization?
Time-Based	Clearly define your completion date.

Specific

Specific answers the questions: What is to be done? How will you know it is done?

Describe the results (end product) of the work to be done. The description is written in such a way that anyone reading the objective will most likely interpret it the same way. To ensure an objective is specific is to make sure that the way it is described is observable. Observable means that somebody can see or hear (physically observe) someone doing something.

Measurable

Measurable answers the questions: How will you know it meets the expectation?

This defines the objective using assessable terms (quantity, quality, frequency, costs, deadlines, etc.). It refers to the extent to which something can be evaluated against some standard. An objective with a quantity measurement uses terms of amount, percentage, etc. A frequency measurement could be daily, weekly, 1 in 3. An objective with a quality measurement would describe a requirement in terms of accuracy, format, within guidelines.

Achievable/Attainable

Achievable answers the questions:

- Can the person do it?



- Can the measurable objective be achieved by the person?
- Does he/she have the experience, knowledge or capability of fulfilling the expectation?
- Can it be done giving the time frame, opportunity and resources?

These items should be included in the SMART objective if they will be a factor in the achievement.

Relevant

Relevant answers the questions: Should it be done? Why and what will be the impact?

Time-Based

Time based answers the question: When will it be done?

This refers to the fact than an objective has end points and check points built into it. Sometimes a task may only have an end point or due date. Sometimes that end point or due date is the actual end of the task, or sometimes the end point of one task is the start point of another. Sometimes a task has several milestones or check points to help you or others assess how el something is going before it is finished so that corrections or modification can be made as needed to make sure the end results meets expectations. Other times, an employee's style is such that the due dates or milestones are there to create a sense of urgency that helps them to get something finished.

Examples of SMART Learning Objectives and Goals:

SMART Goal: By April 10, the day of our webinar, we'll see a 15% increase in sign-ups by promoting it through social, email, our blog, and Facebook messenger.

- **Specific:** I want to increase the number of sign-ups for our Facebook Messenger webinar by promoting it through social, email, our blog, and Facebook Messenger.
- **Measurable:** A 15% increase is our goal.
- **Attainable:** Our last Facebook messenger webinar saw a 10% increase in sign-ups when we only promoted it through social, email, and our blog.
- **Relevant:** When our webinars generate more leads, sales have more opportunities to close.
- **Time-Based:** By April 10, the day of the webinar.

SMART Goal: I will earn a promotion to senior customer service representative by completing the required training modules in three months and applying for the role at the end of next quarter.

- **Specific:** The goal setter has clearly set the objective to be promoted to senior customer services rep.
- **Measurable:** Success can be measured by training module completion, filing the application and earning the promotion.
- **Achievable:** The goal setter will complete the training necessary to earn the promotion.
- **Relevant:** The goal setter is planning to apply for the promotion after finishing their training modules.
- **Time-Based:** The goal setter has set a deadline to achieve their objective at the end of the following business quarter.

SMART Goal: In 6 months, we'll see a 25% increase in average video views per native video on Facebook by cutting our video content mix from 8 topics to our 5 most popular topics.



- **Specific:** I want to boost our average views per native video by cutting our video content mix from 8 topics to our 5 most popular topics.
- **Measurable:** A 25% increase is our goal.
- **Attainable:** When we cut down our video content mix on Facebook from 10 topics to our 8 most popular topics six months ago, our average views per native video increased by 20%.
- **Relevant:** By increasing average views per native video on Facebook, we'll boost our social media following and brand awareness, reaching more potential customers with our video content.
- **Time-Based:** In 6 months.

SITE VISITS WITH INSTRUCTOR, STUDENT, AND SUPERVISOR ESTABLISHING POSITIVE RELATIONSHIPS

As a student of San Diego Community College District, you represent our institutions and the program(s) you participate in. Your Work Experience is an opportunity to not only learn on the job, but to expand your network, build long-lasting positive relationships with employers, and grow professionally.

Your WEE Instructor will conduct no less than two site visits with your supervisor. Instructor site visits with supervisors participating in the WEE Program provide an opportunity for the college to gain insight into the various sectors of business, industry, and government.

Site visits are essential to the learning objectives evaluation process and are required to ensure all parties involved are benefiting from the objectives of the course.

FIRST SITE VISIT

The first site visit should be conducted in-person. If an in-person meeting is not possible, work with your instructor to identify alternatives.

While your instructor will play a lead role in the site visit, it is your responsibility to support the coordination of this visit and to lead the scheduling of the visit with your instructor.

During the first site visit the instructor, student, and supervisor will:

1. If the supervisor has not previously acted as a member of the work experience team, review the philosophy and mechanics of the program.
2. Review the responsibilities of the three parties to the agreement.
3. Confirm student's ability to meet minimum required work/intern participation hours and review the procedure for recording and approving these hours on the online *Cumulative Work Record* form.
 - a. Students may record hours and receive credit for working/interning during non-instructional days throughout the current session. This includes Sundays, legal holidays, and week-long breaks. Students may not receive credit for vacation days or time-and-a-half, only actual hours worked/interned.
4. Discusses the student's job-oriented learning objectives confirming that each is:
 - a. a new or expanded learning opportunity



- b. sufficiently specific
 - c. adequately measurable
 - d. achievable within the time frame of the current semester/session (Confirm the completion dates specified for each objective)
5. Objectives not properly stated, or requiring modification should be revised during this first site visit.
 6. Review requirements regarding changes in objectives: If an objective requires revision anytime during the semester, the student must notify his/her instructor.
 7. Assure the objectives are sufficient to support the units to be awarded and grant approval of measurable job-oriented learning objectives by signing the online *Learning Agreement form*.
 8. Clarify if additional assistance or release time is needed for student to accomplish objectives.
 9. Discuss the learning objectives evaluation process the instructor will conduct.
 10. Verify supervisor's and student's signatures on the online *Learning Agreement form* to validate student's employment/internship and approval of the three learning objectives that support new or expanded responsibilities or learning opportunities at the work/internship site. Work Experience Instructor approves and signs form.
 11. Schedule a second in-person site visit or confirm the date for an alternate learning objectives evaluation to be conducted towards the end of the semester.

SECOND SITE VISIT

Second site visits should be conducted in person as this is an opportunity to build long-lasting relationships between the college and the site. If an instructor is unable to hold the second site visit in person, it may be held over the phone or virtually.

The purpose of the second site visit is to ensure the experience is continuing positively for both you and your supervisor and to evaluate your learning. During the second visit the Instructor, Student, and Supervisor will:

1. Check in with supervisor to assess how the relationship, experience, work, and learning are progressing.
2. Review status of students' progress on learning objectives with supervisor.
3. Evaluate the learning agreement and student status/progress on meeting their measurable job-oriented learning objectives.
4. Student and Site Supervisor should separately complete and submit the online *Final Evaluation* form prior to the second site visit.

EVALUATION & GRADES

EVALUATION

Title 5 and the SDCCD Plan require instructors to provide written evaluation each term of each student's accomplishments and progress in course objectives and job-oriented learning objectives and assign an evaluative letter grade for the course.

GRADES AND CREDIT

- Letter grades (A, B, C, D, & F) are assigned to all work experience students based on performance and achievement of the course learning objectives, the measurable job-oriented



learning objectives, and completion of verified work/intern hours.

- A withdrawal "W" from class shall not be authorized after the published withdrawal deadline (Exact date provided in current schedule).
- An incomplete "I" grade may be given for those students not completing the course due to unforeseeable, emergency, or justifiable reasons, Title 5, Section 55023 (e) per College WEE Dean approval. Instructors will identify the condition(s) for removal of the "I" and state these on an "Assignment of Incomplete Grade" form.
 - If you qualify for an incomplete and you are an unpaid work experience student, then a new volunteer form must be completed. Your site supervisor must also provide approval for the new hours/dates. New hours/dates must occur within an academic term.
- Pass / No Pass is not available for Work Experience courses.

UNPAID WORK EXPERIENCE STUDENT INJURIES

The San Diego Community College District provides Workman's Compensation to Unpaid Work Experience students. If an injury occurs to an Unpaid Work Experience student during their Work Experience hours and if the student wants to seek medical treatment, then the Student or Site Supervisor must follow these procedures:

1. Refer student to Sharp Rees-Stealy Medical Centers or Sharp Hospital Emergency Department (Unpaid Work Experience medical treatment is provided by these institutions)
2. Notify the WE Instructor immediately.
3. The WE Instructor will contact the District and follow procedures on reporting injuries.

RESOURCES

San Diego City, Mesa, and Miramar College Work Experience websites.

- [San Diego City College Work Experience](#)
- [San Diego Mesa College Work Experience](#)
- [San Diego Miramar College Work Experience](#)



TABLE OF REQUIREMENTS AND RESPONSIBILITIES

The following table outlines requirements and responsibilities.

WEE REQUIREMENTS	STUDENT RESPONSIBILITIES
Student <i>Work Experience Application</i>	Submit an accurate and complete <i>Work Experience Application</i> including placement details, Site Supervisor information, and student signature.
Work Experience Online Orientation & Quiz	Watch online orientation and complete corresponding quiz Save file and upload into <i>Work Experience Application</i> .
Volunteer Form – For unpaid on-campus Work Experience students only	Students in UNPAID on-campus work experience are required to complete the SDCCD <i>Unpaid Work Experience Volunteer Form</i> . Upload completed form into online <i>Work Experience Application</i> .
Work Permit – if applicable	Students under the age of 18 who have not graduated high school must submit a copy of work permit to course instructor as directed.
Gender Equity, Sexual Harassment, and Violence Prevention	Complete the training prior to or when submitting <i>Cumulative Work Record</i> . Submit proof of completion by taking a screenshot of the Canvas gradebook and sending it to the assigned WE Instructor.
Orientation	Attend required Faculty Work Experience Orientation at the beginning of the semester/session
Course Syllabus	Read, understand and follow course syllabus
Student Handbook	Read and understand Student Handbook
Student/Instructor Communications	Maintain contact with instructor as directed by course syllabus regarding learning objectives, participation and progress.
Learning Agreement	<ul style="list-style-type: none"> • Complete and sign the <i>Learning Agreement</i> with the guidance and support of the supervisor and instructor input • During first Site Visit: Submit a signed copy of the <i>Learning Agreement</i> to instructor at the first site visit. If an alternate site visit is scheduled, submit agreement as directed by instructor. • If an objective requires revision anytime during the semester, the student must notify his/her instructor.
First In-Person Site Visit	<ul style="list-style-type: none"> • Lead the scheduling of the appointment and actively participate in the meeting involving supervisor and instructor to review learning objectives and WEE progress. <p><i>Learning Agreement:</i></p> <ul style="list-style-type: none"> • Complete and sign the <i>Learning Agreement</i> with the guidance and support of the supervisor and instructor input.



2 nd Site Visit / Learning Agreement Evaluation Process	<ul style="list-style-type: none">• Participate in the learning objectives evaluation process.• Submit completed <i>Final Evaluation</i> to course instructor as directed.
<i>Cumulative Work Record</i>	Submit a complete and accurate record signed by supervisor as directed in the syllabus.
Student Post Survey	Complete online survey after submitting Cumulative Work Record.
Career-Focused Assignment(s)	If assigned by course instructor, submit career-focused assignment(s) as directed in syllabus.