



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 4103 – Work Experience

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**Approved by Leadership: June 2014**

*Reference: Title 5 Sections 55250 et seq.*

Career Work Experience (CWE) Education at Butte College (also known as Cooperative Education or an internship), whether paid or unpaid, provides on-the-job experience that is directly related to the student's declared major. General Work Experience is also offered for students who have not declared a major or for employment not related to their major. The District is committed to offering a Cooperative Work Experience (CWE) Education program that offers students opportunities to earn credits for on-the-job learning experiences. Cooperative Work Experience (CWE) Education is an academic program that allows a student's experience at a job to be used as a basis for assigning academic credit.

The program is based on a plan submitted to the California Community Colleges Chancellor's Office, which includes:

- a 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.

The Cooperative Work Experience Education Office maintains records that include the type and units of work experience in which each student is enrolled, where they are employed, what job they hold, a basis for determining student qualifications, timesheets for student hours worked, and an evaluation of performance signed by the student, the employer, and the advisor.

The student services manager, assigned to supervise the Cooperative Work Experience Education program, and the Job Placement Office staff ensure that faculty assigned to teach Cooperative Work Experience Education courses submit records that show consultation with the student and their employer, evaluation of the student's achievement, and their final grade.