

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/College(s) Leadership:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT: Dr. Theresa Fleischer Rowland, Vice
Chancellor, Educational Services and Student Success

CHABOT COLLEGE: Dr. Jamal Cooks, Dean of Language Arts

LAS POSITAS COLLEGE: Dr. Stuart McElderry, Dean of Business, Social Science & Learning Resources

Please include Name, Title, District, Email, and Telephone for Contact Person:

Name: Julia Dozier, District Executive Director, Economic Development and Contract Education

District: Chabot-Las Positas Community College District Email: jdozier@clpccd.org

Phone: (925) 416-5139

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

1) Statement that the district has officially adopted the plan, subject to approval by the State Chancellor (§55251)

The Chabot-Las Positas Community College District (CLPCCD) Cooperative Work Experience Education plan was developed by the CLPCCD Vice Chancellor of Educational services in cooperation with the Vice President of Academic Services, and the Dean of Language Arts at Chabot College and the Vice President of Academic Services and Dean of Business, Social Science, and Learning at Las Positas College and in consultation and approval by the Academic Senate.

Date plan approved by local board: _____ (*Please also attach Board minutes or other documentation.*)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee conversations and other deliberations).

This Plan was drafted through a consultative process with each college and the district with input from work education faculty, employers, and staff. Local curriculum committees and the Chancellor's Council have reviewed the Plan and as documented above; the Plan was approved by the Board of Trustees.

2) **Specific Description of (§55251)**

a) **District Services**

Background: Title 5 criteria and requirements

District Services. (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to: Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(1) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(2) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in-person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comments by other statewide and regional representative groups.

District responsibilities: District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

The Chabot-Las Positas Community College District (CLPCCD) will provide sufficient resources for maintaining on-the-job learning stations, coordinating the program, and supervising students. The colleges employ designated faculty members to coordinate Cooperative Work Experience Education (CWEE) program activities.

Duties of the CWEE faculty include but are not limited to: planning, implementing, organizing, supervising, and evaluating the CWEE program. In certain, but very limited situations, as defined in guidelines issued by the California Community College Chancellor's Office, the colleges may substitute approved alternatives to "in-person" consultations with employers. Alternative methods and circumstances will be documented. If reasonably possible, in-person consultations will be conducted to discuss students' educational growth on the job. Important outcomes occur from the in-

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

person consultations with employers, which include but are not limited to: evaluation of learning objectives, increased employer relationships, opportunities to network and share programs and services offered by the colleges, educate faculty on latest industry trends, support changes to improve programs, ensure site safety and legitimacy (within the expertise of the CWEE faculty). It also provides an opportunity to market and expand the programs, creating additional credibility for CWEE programs.

Record Keeping (§55256)

Background: Title 5 criteria and requirements

Records. (§55256).

- (a) The district shall maintain records which shall include at least the following:
- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - (i) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
 - (ii) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - (iii) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

Record keeping: District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

Optional: Additional comments or narrative on Record Keeping, if any.

The Chabot-Las Positas Community College District (CLPCCD) maintains records of the developed standard written agreements as outlined in the above requirements. The agreements are as follows:

1. Student Application Form: Application documents student and employer contact information, Cooperative Work Experience Education (CWEE) course, unit enrollment, job title, and number of hours the student expects to work each week.
2. Student Learning Objectives (SLO) Form: The SLO's are documented on this form. The form also outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. This form is signed and dated by the student, the employer/supervisor, and CWEE staff or faculty.
3. Performance Evaluations
4. Timesheets
5. Student Self Evaluation: Students evaluate their job performance through a self-analysis essay, and/or journal entries, and/or a résumé.

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

b) Student responsibilities (§55254)

Background: Title 5 criteria and requirements

Student Qualifications. (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) 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.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) 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:
 - (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.
 - (3) Validate hours worked.

Student responsibilities: District will comply with these requirements.

Optional: Additional comments or narrative on Student responsibilities, if any.

Students must attend a Cooperative Work Experience Education (CWEE) orientation at the beginning of each semester which provides students with all the information necessary to successfully comply with CWEE course requirements. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. (§55255)

c) **Employer responsibilities (§55251)**

Background: Title 5 criteria and requirements

Records (related to Employers). (§55256).

- (a) The district shall maintain records which shall include at least the following:
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (b) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (c) Records must be maintained which are signed and dated by academic personnel documenting:
 - (1) Consultation(s) in person with the employer or designated representative.

Background: Title 5 criteria and requirements

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer. (§55255).

(b)... The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.
 - (a) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.
 - (b) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

Employer responsibilities: District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

All employers will approve the Learning Objective form in which the roles and responsibilities of both the employer and the college, in keeping with Title 5 requirements, are outlined.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title 55255(c).

Optional comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Chancellor Office Guidelines, "Alternatives to In-Person Consultations", April 2009 will be followed, specifically those outlining "Types of Limited Circumstances Under Which a District Might Permit an Alternative to an "In Person Visit" and "Types of Alternatives to an "In Person" Visit Which A District Might Permit".

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

d) Other cooperating agencies in the operation of the program, if any. (§55251)

Optional comments on other cooperating agencies in the operation of the program, if any.

The District offers learning opportunities through partnering with apprenticeship Program Sponsors' training committees, and may use their expertise, extensive records, and close affiliation with apprenticeship students to comply with the Cooperative Education requirements and policies. (§55255)

3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

(a) **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 need not be related to the students' educational goals.

(b) **Occupational 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.

Minor Students in Work Experience

All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).

Work Experience Programs for Students with Developmental Disabilities. (§55250.4)

The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part- time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.

The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.

Work Experience Education Involving Apprenticeable Occupations. (§55250.5)

Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

4) A description of HOW the district will (§55251)

a) Provide guidance services (§55251):

Describe the specifics on how district will achieve this requirement.

Guidance Services will be provided through cooperative education faculty, counseling and guidance staff from within the college's student services division, and academic supervisors.

b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):

Describe the specifics on how district will achieve this requirement.

Certificated personnel are assigned based on state-wide minimum qualifications and requirements within the local faculty contract. ~~Load calculations are based on 150 students per full-time equivalent faculty.~~

The colleges will comply with Title 5 Section 53416, Minimum Qualifications for Work Experience Instructors or Coordinators. The minimum qualifications for an instructor or coordinator of "general" or "occupational" work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

Per Title 5, Section 58051(b), the student/instructor ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic faculty member. In the event that enrollment exceeds 125 students, the colleges may assign additional qualified faculty to assist in teaching and/or supervision of students, and consultations with employers. The colleges may also utilize adjunct faculty to maintain appropriate student-teacher ratios. In order to assist with record keeping activities, the colleges may assign classified staff or part-time staff to assist faculty with record keeping and student file management requirements.

i) Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements (§55250)

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. 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.

Work Experience Outside of District. (§ 55250.6)

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in area outside the district

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

Wages and Workers' Compensation. (§55250.7)

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Workers' Compensation:

All apprentices are covered by the District's Workers' Compensation insurance. All other CWEE students who are not working for a private employer are also covered through the District's Workers' Compensation insurance.

Learning Stations:

With the exception of apprentices, cooperative work experience students are required to concurrently enroll in a cooperative education seminar class. Learning station criteria for each student is one of the subject areas covered by the cooperative education faculty within this course. Apprenticeship programs include learning station criteria as part of their Related and Supplemental Instruction courses. (**The green highlighted section above is not true for the LPC WRKX program. The statement highlighted in yellow below is accurate for LPC).

All employers approve the Learning Objective form in which the roles and responsibilities of the employer, in keeping with Title V requirements, are outlined. Employer responsibilities are also included in the Employer Handbook.

ii) Coordinate the program and supervise students (§55251)

Describe the specifics on how district will achieve this requirement.

Cooperative Education faculty, meeting face-to-face or online for at least monthly contact with students in the seminar class, and through site visits, will achieve this requirement.

iii) Shared supervision with employer to include (at least once each term) (§55251)

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

c) Assure on-the-job experiences are documented with written/measurable learning objectives (§55251)

Describe the specifics on how district will achieve this requirement.

Cooperative Education faculty, through site visits (that will be held not less than once per term) and other consultations with employers, will achieve this requirement.

d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

Cooperative Education faculty, meeting face-to-face or online for at least monthly contact with students in the seminar class, and through site visits, will achieve this requirement.

e) Describe basis for awarding grade and credit (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit (§55255.5).

(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.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

Paid work and non-paid work hours shall earn credit that is awarded on a semester credit basis.

f) Provide adequate clerical & instructional services (§55 251)

Comments, if any.

**Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan**

Cooperative Education Faculty are provided the same tools and services that all academic faculty are afforded.

5) If district changes the plan, will submit changes for approval (§55251)

Check to indicate compliance: Yes No

Chabot-Las Positas Community College District
Cooperative Work Experience Education Plan

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

_____, 2021

Agenda Item: (add number)

Subject: Approval of District-wide Cooperative Work Experience Education Local Program Plan, Chabot College, Las Positas College, District-Economic Development

Background: The Title 5 regulations which govern Cooperative Work Experience Education have been updated. If Districts wish to utilize any of the new provisions in Title 5, an updated Cooperative Work Experience Education Local Program Plan must be submitted to and approved by the Chancellor's Office, California Community Colleges.

According to Title 5 §55251, the requirements of the Program Plan shall contain the following provisions: (1) A statement that the District has officially adopted the plan, subject to approval by the State Chancellor. (2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program. (3) A specific description for each type of Cooperative Work Experience Education program. (4) A description of how the district will: (A) Provide guidance services for students during enrollment in Cooperative Work Experience Education. (B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255. (C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives. (D) With the assistance of employers, evaluate students' on-the-job learning experiences. (E) Describe basis for awarding grade and credit. (F) Provide adequate clerical and instructional services.

Chabot College's Dean of Language Arts and Las Positas College's Dean of Business, Social Science and Learning Resources have collaborated with the District Executive Director of Economic Development and Contract Education to create a district-wide plan, which has been endorsed by both colleges.

Recommended Action: That the Board of Trustees approves the proposed District-wide Cooperative Work Experience Education Local Program Plan, Chabot College, Las Positas College, District - Economic Development to be submitted to the California Community Colleges Chancellor's Office.

Submitted: Theresa F. Rowland/Date

Approved: Ronald P. Gerhard/Date

_____APPROVED

_____DISAPPROVED

_____TABLED