Santa Barbara
Community College District

PLAN FOR
COOPERATIVE WORK EXPERIENCE
1974 - 1975
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
721 Cliff Drive
Santa Barbara, California 93109

PLAN
for
WORK EXPERIENCE EDUCATION
1974 - 1975
FOREWORD

The Cooperative Work Experience Program, implemented in fall 1968 at Santa Barbara City College, has grown to serve an average of 700 students each semester. It is a cooperative program that combines on-the-job training with classroom instruction, enabling the student to acquire knowledge, skills and attitudes necessary to enter and/or progress in a chosen occupation. It is the practical recognition by the State Board of Education, the California Community Colleges, and the Santa Barbara Community College Board of Trustees that on-the-job work experience is in itself educational and, further, that classroom instruction working cooperatively with the employer will make the student's total experience more meaningful.

General Work Experience is offered for those students who have not yet made their career choice.

Vocational Work Experience is offered in various specialty areas for those who have already chosen their major.

Various rules have been set by the State and College to insure that maximum educational benefits are accrued to the student. For example:

A. No student may enroll more than four (4) semesters in any combination of Work Experience classes.

B. A student must carry a minimum of eight (8) academic units including Work Experience to receive credit for Work Experience during regular semesters.

C. During summer session, a student must carry at least one other academic class in order to receive credit for Work Experience.

D. A student may not enroll in more than one Work Experience class per semester.

Further expansion of the rules may be found in the pages of this Plan for Cooperative Work Experience.

Through the implementation of this program, many students have found their occupational career goals while others have found a way to increase their skills in their chosen fields, augmenting their general education while financially supporting themselves through jobs. We see this as not only an advantage to the student and employer, but also to the communities in which they live.

Melvin J. Elkins
Asst. Dean, Vocational Education
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SANTA BARBARA COMMUNITY COLLEGE DISTRICT
721 Cliff Drive
Santa Barbara, California 93109

PLAN
FOR
COOPERATIVE WORK EXPERIENCE EDUCATION
1974-75

A. The Board of Trustees, Santa Barbara Community College District, this 8th day of August, 1974, has officially adopted the following plan for Cooperative Work Experience Education to be conducted at Santa Barbara City College:

1. General Work Experience Education, having as its purpose the supervised employment of students with the intent of assisting them to acquire desirable work habits and attitudes in real jobs. The job held by the student need not be related to the occupational goal of the student.

2. Vocational Work Experience Education, having as its purpose the extension of vocational learning opportunities for the student through employment in the occupation for which his college program has been designed.

B. Description of Responsibilities.

1. It shall be the responsibility of the District to:

   a. Provide a student-coordinator ratio sufficient for initiating and maintaining adequate work stations, and to insure the educational quality of the program.

   b. Assign work experience coordinators who hold a valid California credential authorizing the service to be performed.

   c. Insure that work experience coordinators work closely with guidance personnel and appropriate staff in selecting students for work experience education.

   d. Provide work experience coordinators with sufficient released time for periodic coordination contacts with the students' work station supervisors.

   e. Provide adequate clerical assistance for the maintenance of student records and for the preparation of required reports.

   f. Maintain a record keeping system of all data pertinent to the program. This system will include:

      (1) A record of the type of work experience in which each pupil is enrolled, where he is employed, the number of hours he works, name of immediate supervisor, description of work performed, and rate of pay where applicable.

      (Continued)
Plan for Work Experience Education, 1974-75 (Continued)

(2) The employer's report of student attendance and performance on-the-job.

(3) The Instructor-Coordinator's grade on the work performed in vocational related classes or group instruction classes related to the purposes of general work experience education.

(4) The Instructor-Coordinator's report of his observations of the students at their work stations.

(5) The Instructor-Coordinator's report of his consultations with employers.

(6) The Instructor-Coordinator's rating of each student, including a grade for work performance.

(7) Maintain a proper record of units allowed for general or vocational work experience.

g. Instructor-Coordinators shall prepare, in cooperation with the student and employer, an agreement outlining the responsibilities of each party to insure the quality of the educational experience.

h. The District will allow sufficient coordination time to insure adequate program planning and allow for the carrying out of the program objectives.

i. The District will provide a program of professional growth and development sufficient to insure that work experience education personnel develop and maintain necessary skills.

j. The college will require that all general work experience students be enrolled regularly in group instruction classes directly related to the purposes of the program and that vocational work experience students are enrolled in one or more courses directly related to their vocational career objective.

2. It shall be the responsibility of the student who is enrolled in the general or vocational work experience program to:

a. Attend all regularly scheduled vocational or group related classes and perform all assigned work to the satisfaction of the Instructor-Coordinator.

b. Notify the Instructor-Coordinator of any changes of job, supervisor, working hours or salary.

c. If the job terminates, notify the Instructor-Coordinator and Director of Placement immediately.

3. It shall be the responsibility of the cooperating employer to:

a. Instruct the student as to rules, regulations, specific duties, and responsibilities while on-the-job.

(Continued) 2.
Plan for Work Experience Education, 1974-75 (Continued)

b. Provide adequate supervision for the student and help him to progress on the job.

c. Provide the Instructor-Coordinator with a performance rating for each student employee, that may be used in the determination of the student's grade.

d. Confer with the Instructor-Coordinator regarding any problems.

e. Provide adequate compensation insurance.

f. Maintain adequate records of the student's attendance.

C. Description for each type of HOW district will:

1. Provide guidance

a. General Work Experience provides for supervised employment of students with the intent of assisting them to acquire desirable work habits and attitudes in real jobs. The job held by the student need not be related to the occupational goal of the student. A student may enroll in this course two (2) different semesters and may earn up to a maximum of three (3) units of credit per semester. Minimum number of working hours required per unit of credit will be seventy-five (75) per semester. All General Work Experience students will be required to enroll in Work Experience 60.

(1) The Director of Placement, in cooperation with the counseling staff, will provide appropriate and continuous guidance service for the students throughout their enrollment in the Work Experience Education program.

b. Vocational Work Experience shall be provided for all vocational students working for a Certificate or Associate in Science degree in any distributive or office occupation, public service, technical, or trade and industrial occupation, including indentured apprentices.

(1) All Vocational-Coordinators, in cooperation with vocational counselors and related class and shop instructors, will provide appropriate and continuous guidance service for the students throughout their enrollment in the Vocational Work Experience Education program.

2. Assign personnel.

a. The Assistant Dean of Vocational Education will cooperate with the Instructor-Coordinators in the various vocational work areas to insure the success of the general and specific work experience classes.

b. Vocational Work Experience Instructor-Coordinators will be assigned for the conduct of the program from the various subject areas offering vocational work experience education programs. This responsibility will be part of the instructional contractual obligation, or will be remunerated on an hourly overload basis, in order to provide proper coordination and adequate program planning.

(Continued)
3. Insure work.

The Assistant Dean of Vocational Education, in cooperation with Instructor-Coordinators, the local office of the State Employment Development Department and local Personnel Directors, will work in the planning for suitable work stations in General and Vocational Work Experience Education.

a. Useful: Instructor-Coordinators will work closely with the employer in selecting task assignments that provide both a useful service for the employer and a practical educational experience for the student. Students may be reassigned to different work stations from time to time, in order to assure a variety of useful experiences.

b. Educational: Educational value is assured by the Instructor-Coordinator, with an able assist from related subjects instructors and the work station supervisor. Work problems, duties, and responsibilities are discussed during regular class meetings and on the job.

4. Work with employer.

Coordinators of General and Vocational Work Experience Education will visit with the employer and select work assignments which are compatible with the student's abilities, class schedule and career objectives. The Instructor-Coordinator will make frequent visits to the work station to observe the student at work and to discuss his manner of performance with his supervisor.

a. Work is evaluated by the student's on-the-job supervisor. (See Appendix A).

(1) Performance on-the-job in comparison to other employees doing the same work.

(2) Ability to work and adhere to employer's policies and procedures.

(3) Ability to carry out job assignment.

b. Evaluation by Work Experience Coordinator.

(1) Student's written job duty (monthly) reports.

(2) Student's written job description.

(3) Final report as to over-all value of the educational work experience with due consideration given to new experiences directly related to course work and career objectives.

(4) Work Experience Coordinator's evaluation of student's on-the-job performance, attitude, and cooperation.

(Continued)
Plan for Work Experience Education, 1974-75 (Continued)

c. Award credit

(1) Credit for General Work Experience will be based upon one (1) unit of credit for five (5) hours per week of supervised employment. Students may earn up to three (3) units per semester and will be required to be concurrently enrolled regularly in group instruction directly related to the purposes of the program. (See General Work Experience course descriptions, pp. 11-12)

(2) Credit for Vocational Work Experience will be based upon one (1) unit of credit for five (5) hours per week of supervised employment in a field directly related to his career objectives. Students may earn up to four (4) units per semester and will be required to be concurrently in vocationally related classes leading to a Certificate or Associate degree in vocational education. (See Vocational Work Experience course descriptions, pp. 13-24)

5. Provides Services.

a. Secretarial and clerical services, together with student clerical assistants are available in the offices of the Dean of Vocational Education to maintain up-to-date files as required to supplement permanent records maintained in the Counseling Office and the Office of Admissions and Records.

b. Instructional services are provided in group instruction related to the purposes of the program. Vocational students must be enrolled in no less than eight units which are directly related to their vocational career objectives. Instructors will relate classroom instruction to practical on-the-job applications. Coordinators of Vocational Work Experience will meet periodically with other related subjects instructors, to discuss student problems and develop plans for augmenting instruction by including a discussion of actual problems in on-going work situations.

D. Training Agreement (See Appendix "A").

1. The Coordinators of General Work Experience Education shall prepare, in cooperation with the student and employer, an agreement outlining the responsibilities of each party to ensure the quality of the educational experience.

2. Coordinators of Vocational Work Experience Education shall prepare, in cooperation with the student and employer, an agreement outlining the responsibilities of each party to ensure that the work assignment will supplement training received in regular class and shop assignments in the occupation for which his college program has been designed.

(Continued)
Plan for Work Experience Education, 1974-75 (Continued)

E. Student Qualifications for Participation in Work Experience Program.

1. In order to qualify for participation in the work experience education program a student shall:

   a. Be a full-time student. For purposes of this section, a full-time student means one of the following:

      (1) A legally indentured apprentice, regardless of the number of subjects in which he is enrolled.

      (2) A student enrolled in no less than 8 units including work experience education.

      (3) A student while working on the alternate semester (or quarter) plan, who has previously completed 12 units.*

   b. Have the approval of the work experience education coordinator of the College.

   c. Have an occupational or educational goal to which, in the opinion of the District, the work experience education chosen will contribute.

   d. Pursue a planned program of work experience education which, in the opinion of the District, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

*Not applicable at Santa Barbara City College 1974-1975
MEMO OF UNDERSTANDING

A training agreement between Santa Barbara City College, an employer, and S.B.C.C. student(s).

Santa Barbara City College, cooperative education function, agrees to grant work experience credit to its students enrolled under the rules, regulations, policies, practices, and procedures as adopted by the college.

Student agrees to abide by all of the above, and further agrees to abide by all rules, regulations, policies, practices, and procedures of the employer. The student will apply himself to the job and give full value for wages received.

Employer recognizes that employment is partly a learning experience for the student and therefore agrees to provide continuous opportunity for the employee/student to increase his knowledge and skills on the job.

Santa Barbara City College
Field Faculty (employer)

Student’s Signature
Date

Mail To: SANTA BARBARA CITY COLLEGE
721 Cliff Drive
Santa Barbara, California 93109

Soc. Sec. No. .................................. Name: ........................................
                   Last (please print)         First

PERSONAL DATA

Date: ____________________________

Mailing Address: ____________________________
Number Street

City: ____________________________ Zip: ____________________________

Home Phone: (________)__________ Office: (________)__________
       Area Code Number       Area Code Number ext.

Birthdate: ____________________________ Age: ____________________________
            Mo.       Date       Year
Citizenship: ____________________________

Career Objective: ____________________________

Current Declared Major: ____________________________

I understand, under penalty of having my enrollment in this class cancelled:

1. That I may enroll in General Work Experience no more than twice.
2. That I may enroll in specific vocational Work Experience classes no more than 4 times.
3. That I may not enroll in any combination of Work Experience classes more than 4 times.
4. That I may enroll in only one Work Experience class per semester.
5. That I must stay enrolled in a minimum of four units in addition to Work Experience.
6. That I must accumulate an average of 15 work hours per week to receive full work experience units (4).

Student’s Signature

Telephone: (805) 965-0581
COOPERATIVE WORK EXPERIENCE STUDENT - EMPLOYER RECORD
(In order to comply with Title 5 Regulations, All blanks must be filled in)

TIME CARD
(College units are granted on the basis of hours employed)

Employer: ..................................................................................................................

Student Job Title: ....................................................................................................

Name of Supervisor: ............................................................................................... 

Visiting Address: No. Street

City State Zip

Employment Telephone: ( ) ext. ( ) ext. Area Code Number (Your Boss) (Your Extension)

Instructor's Notes: (please include dates and comments regarding consultations with this student and same regarding consultations with the student's supervisor)


STUDENT RATING SHEET

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<tr>
<th>Below</th>
<th>Average</th>
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<th>Average</th>
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<td>Job Ambition:</td>
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<td>Work Quality:</td>
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<td>Work Volume:</td>
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Student employee works an average of ...... per week.

Supervisor's
Signature: .............................................................................................................

Date: .................................. Title: ..............................................................

Comments (if any): ..............................................................................................

-------------------------------------------------------------------------------------------------
COOPERATIVE EDUCATION PROGRAM
STUDENT SYLLABUS

INSTRUCTIONS TO STUDENTS

1. Review with coordinator criteria for being in a vocational work experience class.

2. You have been provided with the following. Please check to make sure that all is in order:
   a. One white card - "Memo of Understanding"
   b. Five copies - "Monthly Report"
   c. Five envelopes, pre-addressed to your Coordinator

3. Take out the white card and complete the following:
   a. Sign the "Memo of Understanding" for "student".
   b. On the right hand side, fill in your Social Security number and print your name clearly.
   c. Fill in all spaces under the "Personal Data" section.
   d. Fill in your class schedule for this semester.
   e. Turn the card over and fill in all spaces on the left pertaining to your employer. If you are not working, write "No job" on the top line.
   f. If you are working, go down to the section marked "Hours Employed" and fill in column (1) only, indicating the hours of work regularly assigned per day.
   g. Check the card. If all is in order, turn it in to your Coordinator.
   h. If you are not now employed, arrange for an appointment with your Coordinator before you leave.

4. Monthly Report: Complete one copy for each of the periods indicated below. Please note "DUE" date.

<table>
<thead>
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<th>PERIOD</th>
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<tr>
<td>Sept. 10 - Sept. 26</td>
<td>October 4, 1974</td>
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<tr>
<td>Sept. 27 - Oct. 31</td>
<td>November 7, 1974</td>
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<td>Nov. 1 - Nov. 28</td>
<td>December 5, 1974</td>
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<td>Nov. 29 - Dec. 26</td>
<td>January 2, 1975</td>
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<tr>
<td>Dec. 27 - Jan. 26</td>
<td>January 28, 1975</td>
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</table>

KEEP THIS FOR YOUR INFORMATION

NOTE: STUDENTS SHOULD NOT BE ENROLLED IN MORE THAN ONE (1) WORK EXPERIENCE CLASS.
COOPERATIVE EDUCATION PROGRAM

MONTHLY REPORT

Student's Name: ____________________________________________ Day ______ Night ______

Address: _________________________________________________ Phone No. ____________

Name of Employer: _________________________________________

Address: _________________________________________________ Phone No. ____________

Name of Supervisor: ________________________________________ Phone No. ____________

Work Period: From ______ To ______

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<tr>
<th>Week of</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
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Total Hours Worked This Period: _____________________________

Signature of Supervisor: _____________________________

1. Brief description of duties you perform: ________________________________________________________________

2. What new knowledge or skill did you learn on the job? Describe. ________________________________________________________________________________________

3. What did you learn in class that you applied on the job, either from study or from classroom discussion? Explain.

______________________________________________________________________________________________
4. What difficulty, if any, occurred or what mistake, if any, did you make on the job? What did you do to correct it? Explain.

5. On what skill or question could you use help in performing your job better?

6. What interesting or challenging relationship, if any, did you have this month with a fellow worker, a customer, or your job sponsor? Describe.

7. Comments or questions. (What can your Coordinator do to help?)

Date ___________________ Student's Signature ___________________

TO BE MAILED TO COORDINATOR MONTHLY
Santa Barbara City College

Work Experience

Course Descriptions

Appendix D
Work Experience 60 - A, B - Work & Responsibility (1) F-S

Prerequisite: Full time student with a major that does not offer an opportunity for work experience in major field of study.

Corequisite: Student must be enrolled in no less than eight (8) units including work experience.

Organization: One hour lecture weekly.

Provides the student with the opportunity to explore the various career opportunities available under our "American Free Enterprise System." An analysis of job opportunities, salary scales, entry requirements, promotional opportunity and job advancement, career opportunities, attitudes in work situations, unions, trade and professional organizations, local, state and federal regulations pertaining to employment. A student may enroll in this course two (2) different semesters.
Work Experience 61 - A, B - General Work Experience (1-3) F-S

Prerequisite: Full time student with a major that does not offer an opportunity for work experience in major field of study.

Corequisite: Student must be enrolled in no less than eight (8) units including work experience. Work Experience 60 A, B must be taken concurrently.

Organization: Five to fifteen hours weekly, supervised on-the-job training.

Provides for supervised employment of students with the intent of assisting them to acquire desirable work habits and attitudes in real jobs. The job held by the student need not be related to the occupational goal of the student. Employment may be obtained subsequent to enrollment, and is not a prerequisite for the course. A student may enroll in this course two (2) different semesters and may earn up to a maximum of three (3) units per semester. Minimum number of hours required per unit of credit is seventy-five (75).
Office Experience 1, 2, 3, 4 - Co-op Office Experience (1-4) F-S

Prerequisite: Full time students either employed or available for employment in an occupation directly related to their major in Office Occupations or Data Processing.

Corequisite: Student must be enrolled in no less than eight units including Co-op Office Experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Business Experience 1, 2, 3, 4 - Co-op Business Experience (1-4) F-S

Prerequisite: Student either employed or available for employment in an occupation directly related to his major in the area of the distribution of goods and services.

Corequisite: Student must be enrolled in no less than eight units including Co-op Business Experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Auto Services 61 A, B, C, D - Automotive Experience (1-4) F-S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Automotive Services.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
SANTA BARBARA CITY COLLEGE

Catalog Description

Electronics 61 A, B, C, D - Electronics Experience (1-4) F-S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Electronics.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Fire Science 61 - A, B, C, D - Fire Science Experience (4) F, S

Prerequisite: Students regularly employed in fire prevention and fire suppression who have not received credit by evaluation for work experience prior to enrollment.

Corequisite: Must be enrolled in no less than eight (8) units including work experience.

Organization: Duty schedule as assigned by employer.

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. Employment may be obtained subsequent to enrollment. A student may enroll in this course four different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Graphic Arts 61 A, B, C, D - Graphic Arts Experience (1-4) F-S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Lithography, Photography, or Printing.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
H.R.M. 61 - A, B, C, D - Food Service Experience (1-4) F-S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Hotel and Restaurant Management.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.

APPENDIX D-9
Interior Design 61 A, B - Interior Design Experience (1-4) F, S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Interior Design.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly supervised on-the-job career related training.

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned or being learned in directly related classes. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. Employment may be obtained subsequent to enrollment. A student may enroll in this course four different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Nursery School 61 - A, B, C, D - Nursery School Work Experience (1-4)

Prerequisite: Nursery School 3 and 4 (may be taken concurrently).

Corequisite: Must be enrolled in no less than eight (8) units including work experience.

Organization: Five to twenty hours weekly - supervised career related training.

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. Employment may be obtained subsequent to enrollment. A student may enroll in this course four different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Physical Education 97 A, B, C, D - Recreation Technician Experience (1-4) F-S

Prerequisite: Full time student either employed or available for employment in a field directly related to his major in Physical Education.

Corequisite: Student must be enrolled in no less than eight units including work experience.

Organization: Five to twenty hours weekly (supervised on-the-job career related training).

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Employment may be obtained subsequent to enrollment. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. A student may enroll in this course four (4) different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit is allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Police Science 61 - A, B, C, D - Law Enforcement Experience (1-4) F, S

Prerequisite: Students regularly employed in law enforcement who have not received credit by evaluation for work experience prior to enrollment.

Corequisite: Must be enrolled in no less than eight (8) units including work experience.

Organization: Duty schedule as assigned by employer.

Provides for supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Class will meet with instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. Employment may be obtained subsequent to enrollment. A student may enroll in this course four different semesters and may earn up to a maximum of four (4) units per semester. One unit of credit allowed for each seventy-five (75) hours of satisfactory paid employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Summer Session Work Experience Program

Santa Barbara City College often chooses to offer one or more Work Experience classes in specialty subjects during the summer session. Rules and regulations for these classes are the same as those stipulated for offerings during the regular fall and spring semesters, with the exception of units in which a student can enroll.

A student in a summer session must be enrolled in at least one other course, the work experience class must be in the area of his/her major, and the unit value of the work experience class cannot exceed two (2) units.
BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES

Regulations on Work Experience

Be it resolved by the Board of Governors of the California Community Colleges, acting under the authority of Sections 193, 197, 5986, 5987 and 11484 of the Education Code, and implementing, interpreting, and making specific Article 5.5 (commencing with Section 5985, Chapter 6, Division 6 of the Education Code), and pursuant to the Administrative Procedures Act, regulations on Work Experience in Title 5 of the California Administrative Code are added, amended, or repealed as follows:

First—Chapter 3 (commencing with Section 55250) of Division 6, Part VI of Title 5 is amended to read:

Chapter 3. Cooperative Work Experience Education

55250. Approved Plan Required. Any program of cooperative work experience education conducted by the governing board of a Community College district pursuant to Education Code Sections 5985 through 5992 and 11484 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 still enrolled in school, will gain realistic employment experience through work. This plan shall be submitted to and approved by the Chancellor of the California Community Colleges.

55251. Requirements of Plan. Among other things, the plan submitted every two years shall contain the following provisions:

(a) A statement that the district has officially adopted the plan, subject to approval by the Chancellor of the California Community Colleges.

(b) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(c) A specific description for each type of cooperative work experience education program, including summer sessions.

(d) A description of how the district will:

   (l) Provide appropriate and continuous guidance service for students throughout their enrollment in cooperative work experience education.
(2) Assign a sufficient number of qualified, certificated personnel to direct the program and to assure district services required in Section 55255.

(3) Assure that work done by students is of a useful, educational nature.

(4) Evaluate, with the advice of employers, work done by students and award credit for successful accomplishment.

(5) Provide necessary clerical and instructional services.

55252. Types of Cooperative Work Experience Education. Cooperative work experience education is a district-initiated and district-controlled program of education consisting of the following types:

(a) General Work Experience Education is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students need not be related to their occupational goals or college programs.

(b) Occupational Work Experience Education -- the extension of occupational learning opportunities and career awareness for students through employment in occupational fields for which their college programs or majors are designed.

55253. College Credit. For the satisfactory completion of cooperative work experience education, the district shall grant credit to students not to exceed a total of 16 semester credit hours or 24 quarter credit hours, during students' enrollment in any Community College, subject to the following limitations:

(1) General Work Experience Education: No more than three semester credit hours with a maximum total of six semester credit hours or no more than five quarter credit hours with a maximum total of nine quarter credit hours, during the student's enrollment in any Community College.

(2) Occupational Work Experience Education: No more than four semester credit hours with a maximum total of 16 semester credit hours, or no more than six quarter credit hours and with a maximum total of 24 quarter credit hours during the student's enrollment in any Community College.

(3) Alternate Plan: Alternate Plan type of cooperative work experience education is designed to offer students opportunities to attend college full-time one semester or quarter and work full-time the following semester or quarter. Under this plan, on-the-job experience must be related directly to students' educational goals. Up to eight units of cooperative
work experience education may be earned by a student and
students may not be enrolled in more than one other course.
Students may not transfer from the alternate plan to another
plan or vice versa without having completed 12 units in between
plans.

(4) Parallel Plan. Parallel Plan type of general or occupa-
tional cooperative work experience is designed to offer
students the opportunity to attend college and work each
semester or quarter in which students are in college.

55254. Student Qualifications. In order to participate in cooperative
work experience education students shall: meet either a, b, or c in
addition to the requirements in d, e, and f.

(a) Be legally indentured or certified apprentices who are enrolled
in related or supplementary courses required of the apprentice
programs. Community College districts may grant units of credit to
them for cooperative work experience which are not inconsistent
with provisions of this Chapter; or

(b) Be enrolled in the parallel plan completing no less than eight
units including cooperative work experience education. Students
enrolled in summer session will complete at least one course in
addition to cooperative work experience; or

(c) Be enrolled in the alternate semester (or quarter) plan, and
have previously completed 12 units. The summer session may be
considered as part of the alternate plan; and all of the following:

(d) Pursue a planned program of cooperative work experience educa-
tion which, in the opinion of the coordinator, includes new or
expanded responsibilities or learning opportunities beyond those
experienced during previous employment.

(e) Have on-the-job experience that contribute to their occupa-
tional or educational goals.

(f) Have the approval of the cooperative work experience education
coordinator.

55255. District Services. In addition to meeting requirements of
Sections 55250 and 55251, the district shall provide sufficient services
for initiating and maintaining work stations; coordinating the program;
and supervising students. The supervision of students shall be outlined
in a training agreement coordinated by the school district under a
state-approved plan. The employer and certificated Community College
coordinator shall share responsibility for on-the-job supervision, which
shall include but not be limited to:
(a) Coordinator visitation for consultation in person with employers. This requirement may be waived under emergency conditions by the Chancellor of the California Community Colleges.

(b) Written evaluation of students' progress on the job.

(c) Consultation with students in person.

The district shall provide the above services at least once each quarter or semester for each student enrolled in the cooperative work experience program. In the case of legally indentured apprentices, the requirement of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. Legally indentured apprentices who are supervised by a state or federal approved Joint Apprenticeship Committee or sponsor which meets regularly to review progress of apprentices both on the job and at college are exempt from the requirements of this section.

55256. Records. The district shall maintain records which shall include:

(a) A record of the type of cooperative work experience in which each student is enrolled, where employed, and the type of job held.

(b) A record of work permit issued if applicable.

(c) The employer's report of student hours worked and performance on the job.

(d) Documentation by certificated staff of consultations with the student.

(e) Documentation by certificated staff of consultations with employers.

(f) Written evaluation by certificated staff of each student, including grade.

In addition, for the purposes of computing average daily attendance of Community College students in cooperative work experience education programs, records of attendance shall be maintained by the district showing that no more than one student contact hour was counted for each unit of work experience credit in which a student was enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and cooperative work experience. The maximum contact hours counted for a student shall not exceed the maximum number of cooperative work experience units for which the student may be granted credit as described in Section 55253.

55257. Selections of Work Stations. In selecting or approving a work station for students, the coordinator shall observe the following criteria:
(a) Employers are in agreement with the educational objective of providing cooperative work experience for students.

(b) Employers know of the intent and purpose of cooperative work experience education.

(c) Work stations offer a reasonable probability of continuous employment for students during the cooperative work experience period for which they are enrolled.

(d) Employers have adequate equipment, materials, and other facilities to provide an appropriate learning opportunity.

(e) Overall desirable working conditions prevail which will not endanger health, safety, welfare, or morals of students.

(f) Employers will provide adequate supervision to insure a planned program of students' work in order that students may receive maximum educational benefit.

(g) Employers, as required by law, will comply with all appropriate federal and state employment regulations.

Second--The regulations mandate no new or additional cost to local government within the meaning of Revenue and Taxation Code Section 2164.3.

Certified Adopted: April 18, 1974