APPLICATION FOR COOPERATIVE EDUCATION PROGRAMS  
(Higher Education Act of 1965, as amended)  
(Funds to be expended Fiscal Year 1977)  

NOTE: Submit a separate application for each program (1) Administrative, (2) Training, or (3) Research  

PART I - APPLICATION SUMMARY SHEETS  
SECTION A. GENERAL INFORMATION (To be completed by all applicants)  

1. NAME OF APPLICANT (Institution of Higher Education, Agency, or organization)  
SANTA BARBARA CITY COLLEGE  
2. ADDRESS (Include number, street, city, State and ZIP code)  
721 Cliff Drive  
Santa Barbara, CA 93109  

3. CONG. DIST.  
19  
4. COUNTY  
Santa Barbara  
5. OTHER CONSORTIUM INSTITUTIONS, AGENCIES, OR ORGANIZATIONS (If any)  
N. A.  
6. NAME AND TITLE OF PRESIDENT OF INSTITUTION OF HIGHER EDUCATION OR CHIEF EXECUTIVE OFFICER OF ORGANIZATION OR AGENCY  
Glenn G. Gooder  
Superintendent/President  
7. DHEW ENTITY NUMBER OR EMPLOYER IDENTIFICATION NO.  
1956000940 A2  

SECTON B. DESCRIPTION OF APPLICANT AND PROPOSAL  

1. APPLICANT CATEGORY  
a. □ GRADUATE AND UNDERGRADUATE  
b. □ UNDERGRADUATE ONLY  
c. [x] JUNIOR OR COMMUNITY COLLEGE  
d. □ OTHER (Specify)  

2. CONTROL  
a. [x] PUBLIC  
b. □ PRIVATE  

3. COOP PROGRAM  
a. □ EXISTING PROGRAM  
b. [x] NO PROGRAM  

4. TYPE OF PROPOSAL  
a. [x] ADMINISTRATION  
b. □ PLANNING  
c. □ IMPLEMENTING  
d. □ RESEARCH  

SECTION C. ENROLLMENT FULL TIME - INSTITUTION OF HIGHER EDUCATION  
1. THE INSTITUTION (Fall term)  

<table>
<thead>
<tr>
<th>ITEM</th>
<th>1974</th>
<th>1975</th>
<th>1976</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER ENROLLED</td>
<td>NUMBER ENROLLED</td>
<td>PROJECTED ENROLLMENT</td>
<td></td>
</tr>
<tr>
<td>a. Black</td>
<td>184</td>
<td>210</td>
<td>235</td>
</tr>
<tr>
<td>b. Spanish-Surname</td>
<td>753</td>
<td>874</td>
<td>940</td>
</tr>
<tr>
<td>c. Indian-American</td>
<td>77</td>
<td>87</td>
<td>100</td>
</tr>
<tr>
<td>d. Other</td>
<td>6,736</td>
<td>7,568</td>
<td>8,125</td>
</tr>
<tr>
<td>e. TOTAL (full time)</td>
<td>7,750</td>
<td>8,739</td>
<td>9,400</td>
</tr>
</tbody>
</table>

SECTION D. PRIOR FUNDING FOR COOPERATIVE EDUCATION AND PROPOSED BUDGET  

2. PROPOSED BUDGET - FISCAL YEAR 1977 (Supporting budget detail applicable to each line item should be attached) (See Instructions, page 17)  

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHARE</th>
<th>NON-TITLE IV-D</th>
<th>TITLE IV-D</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel</td>
<td>$28,569</td>
<td>$</td>
<td>$28,569</td>
<td>$28,569</td>
</tr>
<tr>
<td>b. Travel</td>
<td>$3,375</td>
<td>$</td>
<td>$3,375</td>
<td>$3,375</td>
</tr>
<tr>
<td>c. Other</td>
<td>$1,830</td>
<td>$</td>
<td>$1,830</td>
<td>$1,830</td>
</tr>
<tr>
<td>d. Total Direct Costs</td>
<td>$33,774</td>
<td>$</td>
<td>$33,774</td>
<td>$33,774</td>
</tr>
<tr>
<td>e. Indirect Costs</td>
<td>$2,702</td>
<td>$</td>
<td>$2,702</td>
<td>$2,702</td>
</tr>
<tr>
<td>f. Total Indirect &amp; Direct Costs</td>
<td>$36,476</td>
<td>$</td>
<td>$36,476</td>
<td>$36,476</td>
</tr>
</tbody>
</table>

OE FORM 1193, 7/75  

*see instructions pg. 11 sect. C.2  
PREVIOUS EDITIONS ARE OBSOLETE  

Enc. 3  
5, 2-8  
10/16/75
SECTION E - PROGRAM RELATED DATA, FISCAL YEAR 1975

1. FUNDS RECEIVED FOR THE ADMINISTRATION OF THE COOPERATIVE EDUCATION PROGRAM OTHER THAN TITLE IV-D

   A. Developing Institutions Program (Title III, Higher Education Act of 1965, as amended)
      (1) Basic Institutional Development Program $ -
      (2) Advanced Institutional Development Program $ -
   (3) TOTAL (Title III) $ -

   B. Foundations $ -

   C. Business and/or Industry $ -

   D. Institutional Funds $ -

   E. Other (e.g., local, State and Federal not reported in Section 1(a)(3) and (2)(b)) $ -

   F. TOTAL-NON-TITLE IV-D (a-e, above) $ -

2. COOPERATIVE VOCATIONAL EDUCATIONAL PROGRAMS
   (Title I-G, Vocational Education Act of 1963)

   A. Enrollment in cooperative Vocational Programs
      (1) Number of Students in degree-Granting Programs
      (2) No. of students in Non-Degree Granting Programs
   (3) TOTAL $ -

   B. Funds received under the Vocational Education Act of 1963 $ -

3. COLLEGE WORK-STUDY PROGRAM (Title IV-C, HEA)

   A. Number of Students 269
   B. Number of students enrolled in the Cooperative Education Program eligible for support under the CWS Program -
   C. No. of Students receiving CWS Funds as a part of COOP earnings -

SECTION F - DESCRIPTION OF EXISTING COOPERATIVE EDUCATION PROGRAM

1. PARTICIPATION IN COOPERATIVE EDUCATION PROGRAM A DEGREE REQUIREMENT
   a. YES We do not now have a Co-op Education Program.
   b. NO

4. EARNINGS OF COOP STUDENTS WHO COMPLETED WORK ASSIGNMENTS WERE

   Average earnings $ 

5. NUMBER OF COOP PROFESSIONAL PERSONNEL ADMINISTERING THE PROGRAM
   a. Full-time N.A.
   b. Part-Time (FTE) 
   c. TOTAL (FTE) 

6. EMPLOYERS INVOLVED IN COOP PLACEMENT
   a. Number of employers N.A.
   b. Number of students placed 

7. ACADEMIC DISCIPLINES IN WHICH COOPERATIVE EDUCATION STUDENTS PLACED
   (Total number should agree with that shown in Section F6b above)

<table>
<thead>
<tr>
<th>ACADEMIC DISCIPLINES IN COOPERATIVE PROGRAM</th>
<th>NO. OF STUDENTS ENROLLED</th>
<th>ACADEMIC DISCIPLINES IN COOPERATIVE PROGRAM</th>
<th>NO. OF STUDENTS ENROLLED</th>
<th>ACADEMIC DISCIPLINES IN COOPERATIVE PROGRAM</th>
<th>NO. OF STUDENTS ENROLLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. N.A.</td>
<td></td>
<td>f.</td>
<td>k.</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td>g.</td>
<td>l.</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td>h.</td>
<td>m.</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td>i.</td>
<td>n.</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>e.</td>
<td></td>
<td>j.</td>
<td></td>
<td></td>
<td>**</td>
</tr>
</tbody>
</table>

**TOTAL (en all disciplines)**

SIGNATURE OF PROGRAM DIRECTOR

Harriet A. Leckie
Assistant to the Dean, Co-op Work Experience

TYPE NAME AND TITLE

TELEPHONE

AREA CODE NUMBER EXTENSION

805 965-0581 252

*Should agree with amount reported Section D, 1, c, Total Non-Title IV-D Share.

**Totals must agree with Section F6b Total.
PART II - ELIGIBILITY, ASSURANCES, AND CONDITIONS

INSTRUCTIONS: INSTITUTIONS OF HIGHER EDUCATION MUST FILL OUT ALL SECTIONS. ORGANIZATIONS AND AGENCIES, AND BUSINESS ENTITIES COMPLETE ONLY SECTION C. THE UNDERSIGNED APPLICANT HEREBY ASSURES THE U.S. COMMISSIONER OF EDUCATION THAT IT IS ELIGIBLE FOR SUPPORT BY MEETING REQUIREMENTS AS LISTED UNDER APPLICABLE SECTIONS BELOW.

SECTION A. NAME AND ADDRESS OF APPLICANT

<table>
<thead>
<tr>
<th>A. NAME AND TITLE</th>
<th>a. ADDRESS (include number, street, city, State, and ZIP code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SANTA BARBARA CITY COLLEGE</td>
<td>721 Cliff Drive Santa Barbara, CA 93109</td>
</tr>
</tbody>
</table>

SECTION B. ELIGIBILITY REQUIREMENTS - INSTITUTIONS OF HIGHER EDUCATION (Check the appropriate items)

1. ☑ ADMITS AS REGULAR STUDENTS ONLY PERSONS HAVING A CERTIFICATE OF GRADUATION FROM A SCHOOL PROVIDING SECONDARY EDUCATION OR THE RECOGNIZED EQUIVALENT OF SUCH A CERTIFICATE:

2. ☑ IS LEGALLY AUTHORIZED WITHIN ITS STATE TO PROVIDE A PROGRAM OF EDUCATION BEYOND SECONDARY EDUCATION:

3. ☑ PROVIDES AN EDUCATIONAL PROGRAM FOR WHICH IT AWARDS A BACHELOR'S DEGREE, OR PROVIDES NOT LESS THAN A 2-YEAR PROGRAM WHICH IS ACCEPTABLE FOR FULL CREDIT TOWARD SUCH A DEGREE:

4. ☑ IS A PUBLIC OR OTHER NONPROFIT EDUCATIONAL INSTITUTION:

5. ☑ MEETS ONE OF THE THREE (3) FOLLOWING ACCREDITATION REQUIREMENTS:
   - ☑ IS ACCREDITED BY THE FOLLOWING NATIONALLY RECOGNIZED ACCREDITING AGENCY OR ASSOCIATION
     - [Name of Accrediting Agency]
   - ☐ HAS A RECOGNIZED PRE-ACCREDITATION STATUS WITH THE FOLLOWING NATIONALLY RECOGNIZED ACCREDITING AGENCY OR ASSOCIATION
     - [Name of Accrediting Agency]

   OR ☐ THOUGH NONACCREDITED IT IS CERTIFIED BY THE U.S. OFFICE OF EDUCATION, WITHIN THE 2 YEARS PRECEDING THE DATE OF APPLICATION, AS BEING AN INSTITUTION WHOSE CREDITS ARE AND HAVE BEEN ACCEPTED ON TRANSFER BY NOT LESS THAN THREE (3) INSTITUTIONS WHICH ARE SO ACCREDITED, FOR CREDIT ON THE SAME BASIS AS IF TRANSFERRED FROM AN INSTITUTION SO ACCREDITED.

6. ☑ IS A SCHOOL WHICH PROVIDES NOT LESS THAN A 1-YEAR PROGRAM TO PREPARE STUDENTS FOR GAINFUL EMPLOYMENT IN A RECOGNIZED OCCUPATION AND WHICH MEETS THE PROVISIONS OF ITEMS 1, 2, 4, AND 5.

SECTION C. ASSURANCES AND CONDITIONS (Check appropriate items)

(To be completed by all applicants including cooperating institutions, organizations, and agencies.)

THE INSTITUTION/AGENCY HEREBY ASSURES THE U.S. COMMISSIONER OF EDUCATION THAT IT:

1. ☑ HAS COMPLIED WITH FEDERAL CIVIL RIGHTS LEGISLATION INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (HEW Form 441).

2. ☑ AGREES TO CONDUCT THE PROJECT IN ACCORDANCE WITH THE HIGHER EDUCATION ACT OF 1965 (P.L. 89-329) AS AMENDED, AND INSTRUCTIONS AS THE COMMISSIONER MAY ISSUE FROM TIME TO TIME.

3. ☑ AGREES TO SUBMIT REPORTS IN SUCH FORM AND CONTAINING SUCH INFORMATION AS THE COMMISSIONER MAY REQUIRE.

4. ☑ AGREES TO MAINTAIN ADEQUATE AND SEPARATE ACCOUNTING AND FISCAL RECORDS ON FUNDS RECEIVED UNDER EACH AWARD AND WILL MAKE AVAILABLE FOR AUDIT TO REPRESENTATIVES OF THE COMMISSIONER SUCH RECORDS AND ACCOUNTS AT ANY REASONABLE TIME.

5. ☑ AGREES, IF AN INSTITUTION OF HIGHER EDUCATION, TO EXPEND DURING THE FISCAL YEAR FROM ITS OWN SOURCES NOT LESS THAN WAS EXPENDED FOR COOPERATIVE EDUCATION DURING THE PREVIOUS FISCAL YEAR.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE IS AUTHORIZED TO FILE AND TO ACT AS THE REPRESENTATIVE OF THE APPLICANT FOR THIS APPLICATION, FOR A GRANT UNDER THE PROVISION OF THE HIGHER EDUCATION ACT OF 1965 (P.L. 89-329), AS AMENDED. THE UNDERSIGNED FURTHER CERTIFIES THAT THE APPLICANT IS FULLY COGNIZANT OF THE CONDITIONS SET FORTH IN THIS APPLICATION FORM AND THAT ALL INFORMATION AND STATEMENTS CONTAINED IN THIS APPLICATION AND THE ATTACHED SUPPORTING DOCUMENTS ARE TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

**AUTHORIZING OFFICIAL**

[Signature]

<table>
<thead>
<tr>
<th>[Typed name and title]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn G. Goodeu</td>
</tr>
<tr>
<td>Superintendent/President</td>
</tr>
</tbody>
</table>

**DATE**

October 10, 1975

PART III - NARRATIVE

ALL PROPOSALS MUST BE ACCOMPANIED BY A NARRATIVE NOT TO EXCEED SIX (6) DOUBLE SPACED PAGES. SEE INSTRUCTIONS FOR PREPARATION OF NARRATIVE PAGE 16, SECTION III.
PART III - NARRATIVE

SANTA BARBARA CITY COLLEGE

I. STATUS OF COOPERATIVE EDUCATION PROGRAM

A. STATUS OF COOPERATIVE EDUCATION PROGRAM -- Since Fall, 1970, Santa Barbara City College has offered a program of cooperative work experience. Students work for local employers while attending related classes at the College. There are classes in 13 different career areas and one in general work experience (Appendix A). The program combines on-the-job training with classroom instruction, so the student acquires knowledge, skills, and attitudes necessary to enter and/or progress in a chosen occupation. An average of 700 students per semester have been enrolled in these classes. Each year new classes have been created, e.g., in 1974-75 Interior Design and Political Science Internship were started, and in 1975-76 a Corrections Experience class and a Landscape Horticulture class were activated. Presently, 655 students are enrolled.

SBCC functions under an "open door" policy, accepting all students who have graduated from high school or who are over 18 years of age and can reasonably expect to profit from instruction. The College has an affirmative action policy. Special consideration is given low income, handicapped and minority students through our Counseling Office, Tutorial Center, Student Guidance Center, Educational Opportunities Programs and Services, and the Women's Center. There is a campus Veterans' Office and priority is given qualified veterans in our cooperative education program. The Director of Cooperative Education works closely with the above departments and the instructor-coordinators in recruiting handicapped students and in job placement. Joint efforts between SBCC and Alpha Training Center (mentally handicapped adults) and Work, Inc. (physically handicapped adults) results in training for job entry skills for these people (Appendix B).

Each occupational program at SBCC works with an individual Advisory Committee, composed of staff members from the specific major area, members of the community representing involved businesses or organizations, and/or the Vocational Education counselor. The Director, Cooperative Education, is a member of these committees (Appendix C).
Most students enrolled in the program find their own jobs; however, in the classes instituted in 1974-75 and 1975-76, instructor-coordinators surveyed the College District, arranged work stations, and worked with the students and job supervisors in job placement. These classes require a one-hour-weekly seminar class during which the students share their work experiences, thus receiving a much wider exposure to the types of jobs available in their career area. The jobs are almost entirely unpaid work of from 5 to 15 hours per week, and the class is a mandatory part of the program.

The first priority has been to use local cooperating businesses as working laboratory situations to complement and supplement the traditional classroom experiences of our students, within the area of their majors. Most students must work in order to attend college, so we work closely with the Placement Office to find paid employment for those who need this help.

Efforts in this direction, and efforts to expand into the transfer program areas, are frustrated by a lack of local placement opportunities in many fields. Santa Barbara is a resort and cultural center, devoid of heavy industry. Job opportunities are scarce. Students are deprived since, until they leave the community, career exploration is confined almost entirely to service areas. In order to expand opportunities for in-depth work experience, it is now necessary to develop an alternate semester cooperative education program that will permit students to be placed in other communities.

The Board of Trustees and Administration of SBCC have recognized the value of the alternate system of Cooperative Education since the beginning of the program (Appendix D), as has the State Board of Education (Appendix E), but SBCC has waited until all parallel program job opportunities have been thoroughly explored and utilized before expanding into this area. In February, 1975, the Board of Trustees hired a full-time Director of Cooperative Education to administer the present program and to attempt to open opportunities to all of our students for participation in this alternative, supplementary form of traditional education. All instructor-
coordinators in our classes hold a teaching credential in the major field of the work experience class. In the occupational majors this year there are 3-2/5 FTE instructor-coordinators, in Political Science 1/5 FTE instructor, and in the General Work Experience class an instructor for 1/2 time. Appendix F shows the distribution of enrollment and instructors in the major areas, 1975-76. These data reflect the service oriented nature of the community. The majority of students are enrolled in Business majors, including Real Estate, Banking, Finance, Insurance, Business Management, Supervision and Management, Office Management, Computer Science, etc. All students are required to write three measurable learning objectives per semester which must be approved by the job supervisor for job practicability and the instructor for educational value. Grades are based upon these learning goals (Appendix G).

SBCC has budgeted for the 1975-76 school year for Work Experience, $102,912.00, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>$14,604.00</td>
</tr>
<tr>
<td>Faculty salaries</td>
<td>63,610.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>3,450.00</td>
</tr>
<tr>
<td>Student typist-clerk</td>
<td>1,080.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>250.00</td>
</tr>
<tr>
<td>Direct Costs</td>
<td>$82,994.00</td>
</tr>
<tr>
<td>(24%) Indirect Costs</td>
<td>19,918.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$102,912.00</td>
</tr>
</tbody>
</table>

B. COOPERATIVE EDUCATION PLANS FOR THE NEXT FISCAL YEAR -- With the support of the Administration, Faculty, and Board of Trustees, SBCC plans to implement a program in alternative semester cooperative education in the Administration of Justice Department for from 20 to 40 student candidates for the AA/AS or Baccalaureate (transfer students) degrees.

Following a national trend, more and more of our enrollees in this program (approximately 50% in 1974-75) are non-employed, career oriented students. Placement locally for these students is negligible (one or two per year) due to lack of opportunity. The exact number of students accepted into the new program will depend upon the number of positions generated through job recruitment during the Fall and Spring, 1976-77. Recruitment will be confined to the region from San Francisco to
San Diego, and will consist of extensive contact with Federal agencies (Appendix H) in the larger cities, already committed on a national level to employment of co-operative education students.

This will require a new calendar for alternate semester planning (Appendix I) allowing for job placement of six months' duration. Students will complete a full year of college work before being placed (a minimum of 30 units in the structured Administration of Justice Program). Because of the six-month work period, students will need five semesters before graduation and/or transfer to a four-year participating college or university.

Transferring students with full credit for the first two years of a four-year program will require closer articulation and cooperation with four-year institutions. California State University, Fullerton, and Northeastern University, Boston, have indicated an interest in articulating with SBCC (Appendix J). Present curriculum offerings in Administration of Justice are broad, but as discussions on articulation proceed, there may be some need for closer cooperation with the Social, Life, and Physical Science Departments, to meet the requirements of the four-year institutions (Appendix K).

Students will be screened carefully by the Chairman, AJ Dept., and the Director of Cooperative Education. The student must make a decision to enter the co-op program by the end of the first semester, and may not participate in any other work experience program once a choice is made. The Chairman and the Director will be available to the students on campus and while on their job assignments, and to the cooperating agencies during the work periods. Under California law, the student may receive 8 units of academic credit for his off-campus experience. Written reports will be required of each student, during and following his work assignment, supplemented by employer evaluation reports.

The Chairman, Administration of Justice, Mr. James A. Norton, is a retired member of the FBI, having worked in the Los Angeles and Santa Barbara areas for 24 years (Appendix L). Contacts available to him for job recruitment are the
widest possible, and this will be his prime responsibility. Since coming to SBCC he has been the Chairman of the AJ Dept. continuously, and has been primarily respon-
sible for the successful development of Work Experience classes in Law Enforcement and Fire Science. As student recruitment proceeds, special assistance for the dis-
advantaged students will be emphasized. The Director of Cooperative Education,
Mrs. Harriet A. Leckie, (Appendix M), has worked with the SBCC Cooperative Work Experience program since its inception and recently completed an intensive Summer quarter (8 units) at Northeastern University in Cooperative Education and Education Administration. The Director will be involved in all phases of program development and articulation with four-year institutions.

A Planning Committee will consist of, but not be limited to, the Director, Coop-
erative Work Experience; Chairman, AJ Dept.; Asst. Dean, Occupational and Career Edu-
cation; and the Director, Curriculum Planning to explore in depth the implications and factors involved in adopting this alternative semester system, each year recom-
mending guidelines for the following year's program. It will approve a calendar; develop and approve curriculum; and plan for recruitment using the College Information Office and the media; high school counseling and career education offices; the College Catalog; and the College counseling and career education offices. They will see that all AJ majors are notified of the availability of the program during their regular major classes. The Committee will approve a brochure to reinforce student and job recruitment. It will meet regularly to discuss progress toward the program goals. Second-year students will be enrolled and ready to participate in the alternate work semester by August, 1977.

C. PROCEDURES FOR EVALUATION AND FUTURE DIRECTIONS -- Intermediate and long-range objectives are to extend Cooperative Education into the areas of Business Adminis-
tration, the sciences, and eventually to all transfer majors.

In the second year the AJ Dept. will begin its alternate semester program, and the program will be extended into the areas of business and accounting. By the end
of the third year, the Administration of Justice Program should be self-supporting, and we should be able to evaluate this program.

The Planning Committee will meet regularly during the period of study and implementation, making semi-annual reports to the Board of Trustees on the progress of the program. At the end of each year the Planning Committee will do an evaluation of the program. Modifications may need to be made, as we progress, in the geographical area we plan to cover in job recruitment, and also in the major areas to be included, depending upon market and job analyses.

Students will be able to research larger city opportunities and the wide career opportunities available to them within the major of their choice. Work Experience, at this level, can help them change a career direction at an early date in their education, and/or discover a new direction.

The California Community Colleges will be asked to set up a Cooperative Education sub-system of CCOPES* to conduct an objective, outside evaluation of the program, including one professional with alternate cooperative education experience, one dean of occupational education, two industry advisory persons, and the project director.

Evaluation by students and employers will also be sought with each placement of students. Forms and questionnaires will be developed during the planning phase of the program. Advisory committees will do an independent evaluation.

In the third year a final report will be disseminated to all California Community Colleges, and any other interested party, covering the planning, development, and implementation of the alternate semester program at SBCC, with special emphasis on the effects upon the parallel system at SBCC.

Eventual funding of the program will be assumed by the College District through monies from the General Fund and through State per-student apportionments.

* Community Colleges Occupational Program Evaluation System
PART IV - BUDGET (Refer also to Part I, Section D.2)

a. Personnel

1. Certificated
   a) 33% released time for Dept. Chairman, AJ Dept. (10 months) $ 7,485
   b) 50% released time for Director, Cooperative Work Experience (11 months) $ 8,186
   Total certificated salaries $15,671

2. Classified
   Intermediate typist-clerk (12 months) $ 7,802

3. Personnel benefits $ 4,496

4. Consultant - 6 days @ $100 per diem 600

   TOTAL PERSONNEL $28,569 $28,569

b. Travel

1. Certificated staff - 75 days @ $25 per diem $ 1,875

2. Transportation, 5,000 miles @ $.15 per mile 750

3. Consultant transportation and per diem 750

   TOTAL TRAVEL $ 3,375 $ 3,375

c. Other

1. Postage $ 130

2. Supplies 250

3. Telephone (toll calls) 1,000

4. Brochure (1,000 copies) 450

   TOTAL OTHER $ 1,830 $ 1,830

Total Direct Costs $33,774

Indirect Cost (8%) 2,702

   TOTAL PROJECT $36,476
APPENDICES

A. Excerpt from Santa Barbara City College Catalog 1975-76

B. Excerpt from Santa Barbara City College District Plan for Vocational Education 1975-76

C. Example of Vocational Advisory Committee, SBCC, 1975-76

D. Excerpt from Santa Barbara Community College District Plan for Cooperative Work Experience Education 1974-75

E. Board of Governors of the California Community Colleges Action No. 740414--Regulations on Work Experience

F. Certificated Vocational Instructors - By Major - Employed in Work Experience Classes, 1975-76

G. Santa Barbara Community College District Cooperative Education Agreement

H. Proposed Areas of Job Recruitment

I. Proposed Calendar for Alternate Semester (back to back) Cooperative Education Program

J.1 Letter to Harriet Leckie, Director, Co-op Work Experience from California State University, Fullerton

J.2 Letter to Harriet Leckie, Director, Cooperative Education from Northeastern University

K. Letters from Biology, Physical Science, and Social Science Departments of Santa Barbara City College

L. Résumé - James A. Norton

M. Résumé - Harriet A. Leckie
WORK EXPERIENCE

Work Experience is a cooperative program that combines on-the-job training with classroom instruction, enabling the student to acquire knowledge, skill, and attitudes necessary to enter and/or progress in a chosen occupation.

By satisfactorily completing a work experience course, a student may earn from 1-4 college units. A maximum of 16 work experience units can be applied as electives toward the 60 units that are required for an Associate in Arts or an Associate in Science Degree. These may be earned in four semesters of a specific vocational course, a combination of vocational courses, or a combination of two semesters of general work experience plus two semesters of vocational courses. No student may enroll in more than one work experience class per semester. No student may enroll in more than four semesters in any combination of work experience classes.

Employment may be obtained subsequent to enrollment. Classes will meet with the instructor for an orientation session during the first week of the semester and again during final examination week for an evaluation of the program. 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. Each class requires five to twenty (20) hours weekly, supervised on-the-job career-related training.

Criteria for choosing vocational work experience classes are as follows:

1. The work experience class must be directly related to the student's stated major and the college program in which he is enrolled.

2. The student's work station must be directly related to his major and/or career objective.

The General Work Experience class should be chosen only when the student cannot meet the above criteria in a specific vocational area.

Corequisite for all work experience courses is as follows:

The student must be enrolled in no less than eight (8) units, including work experience.

Courses Offered:

A.S. 61 ABCD - AUTOMOTIVE EXPERIENCE (1-4) F-S

Prerequisite: Student either employed or available for employment in a field directly related to his major in Auto Services. A student may enroll in this course four (4) different semesters.

Bus.Exp. 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. A student may enroll in this course four (4) different semesters.
Corr.Sci. 61AB - CORRECTIONAL SCIENCE WORK EXPERIENCE (2-4) F-S

**Prerequisite:** Minimum completion of two (2) Correctional Science courses and permission of Correctional Science Work Experience instructor-coordinator. Must be enrolled in no less than eight (8) units including Corr.Sci. Work Experience.

**Organization:** One-hour lecture, two (2) to four (4) hours lab weekly.

On-the-job training experience permitting student to become acquainted with at least two (2) different correctional agencies in the community.

Elect. 61 ABCD - ELECTRONICS EXPERIENCE (1-4) F-S

**Prerequisite:** Student either employed or available for employment in a field directly related to his major in Electronics. A student may enroll in this course four (4) different semesters.

F.S. 61 ABCD - FIRE SCIENCE EXPERIENCE (1-4) 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. Must be enrolled in minimum of eight (8) units, including Fire Science 61 ABCD. A student may enroll in this course four (4) different semesters.

Graphic Comm. 61 ABCD - GRAPHIC COMMUNICATIONS EXPERIENCE (1-4) F-S

**Prerequisite:** Student either employed or available for employment in a field directly related to his major in Graphic Communications. A student may enroll in this course four (4) different semesters.

Lib. 61 AB - LIBRARY PRACTICUM (2-4) F-S

**Prerequisite:** Lib. 1-5. May be taken concurrently.

**Corequisite:** Student must be enrolled in at least eight (8) units, including Library Practicum.

N.S. 61 ABCD - NURSERY SCHOOL WORK EXPERIENCE (1-4) F-S

**Prerequisite:** Nursery School 3 and 4 (may be taken concurrently). A student may enroll in this course four (4) different semesters.

P.E. 97 ABCD - RECREATION TECHNICIAN EXPERIENCE (1-4) F-S

**Prerequisite:** Student either employed or available for employment in a field directly related to his major in Physical Education. A student may enroll in this course four (4) different semesters.

Off.Exp. 12-3-4 - CO-OP OFFICE EXPERIENCE (1-4) F-S

**Prerequisite:** Student either employed or available for employment in an occupation directly related to his major in Office Occupations or Computer Science. A student may enroll in this course four (4) different semesters.
P.S. 61 ABCD - 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. A student may enroll in this course four (4) different semesters.

Work Exp. 60 AB - WORK AND RESPONSIBILITY (1) F-S

Prerequisite: Student with a major that does not offer an opportunity for work experience in major field of study. A student may enroll in this course two (2) different semesters.

Provides the student with the opportunity to explore the various career opportunities available under our "American free enterprise system." Analysis of job opportunities, salary scales, entry requirements, promotional opportunities and job advancement, career opportunities, attitudes in work situations, unions, trade and professional organizations, local, state and federal regulations pertaining to employment.

Work Exp. 61 AB - GENERAL WORK EXPERIENCE (1-3) F-S

Prerequisite: Student with a major that does not offer an opportunity for work experience in major field of study. Work Experience 60 AB must be taken concurrently. A student may enroll in this course two (2) different semesters.

Provides for supervised employment of students with the intent of assisting them to acquire desirable work habits and attitudes in real jobs. Job held by the student need not be related to his occupational goal.

Int. Design 60 - INTERIOR DESIGN EXPERIENCE (1) F

Prerequisite: Acceptance into Interior Design program.

Corequisite: Must be enrolled in at least eight (8) units, including Interior Design 60.

Organization: One hour lecture weekly.

Provides student with opportunity to explore various career opportunities available in interior design field, and examines options for entering labor market in this occupational area.

Int. Design 61 - INTERIOR DESIGN EXPERIENCE (1-4) F,S

Prerequisite: Interior Design 60.

Corequisite: Must be enrolled in at least eight (8) units, including Interior Design 61.

Organization: Students meet with instructor for orientation session during first week of semester, and again during final examination week for an evaluation of program.
Int. Design 61 - INTERIOR DESIGN EXPERIENCE (14) F,S
(continued)

Supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Student may earn up to maximum of four (4) units per semester. One unit of credit allowed for each 75 hours of satisfactory paid employment completed during semester, up to a maximum allowable of 300 hours.

Land. Hort. 61 AB - LANDSCAPE WORK EXPERIENCE (1-3) F,S

Prerequisite: Landscape Horticulture major. Employment in field directly related to landscape horticulture.

Organization: Students meet with instructor for orientation session during first week of semester, and again during final examination week for an evaluation of program.

Supervised on-the-job experience with opportunity for the practical application of skills and knowledge concurrently learned in directly related classes. Student may enroll for two (2) semesters and earn up to a maximum of three (3) units per semester. One unit of credit allowed for each 75 hours of satisfactory paid employment completed during the semester, up to a maximum allowable of 225 hours.

Pol. Sci. 61 AB - POLITICAL SCIENCE INTERNSHIP (2-4) F,S

Prerequisite: Minimum completion of two (2) Social Science courses, or permission of instructor. Student must be enrolled in minimum of eight (8) units, including Political Science 61 AB.

Organization: Five to 15 hours weekly on-the-job experience, plus one-hour seminar weekly.

Structured internship program whereby students gain experience as staff workers for public officials, public agencies, or as aides for private law firms.
(2) Vocational Education for the Handicapped (Part B, P.L. 90-576) -
District funds will be made available to provide for instructors,
coordination costs, and supplies for the following continuing
programs:

(a) Humanities: Course work in the Humanities designed for
some fifty (50) orthopedically handicapped will be pro-
vided for those who cannot profit from normal classroom
instruction.

(b) Literary Braille: An adult supplementary program for
some thirty (30) blind, nearly blind, and for those who
wish to learn transcribing for the blind.

(c) Lip Reading: An adult supplementary program designed to
teach the key to a "second hearing" to some forty (40)
students with difficult hearing problems.

(d) Joint Effort: Santa Barbara Community College District,
through efforts with other community agencies, plans to
provide training for the handicapped in 1975-76 in the
following:

1. Alpha Training Center: Joint efforts with the Alpha
Training Center will provide instruction in basic
skills that will prepare some fifty (50) mentally
handicapped adults for entry level employment in the
areas of domestic upkeep, custodial, lawn gardening
care. All of these adults (students) are referred
to the center through the State Department of Rehabil-
itation and the Santa Barbara Mental Health Association
and meet the definition of "handicapped" as defined
Santa Barbara City College plans to furnish an in-
structor and limited supplies in support of the pro-
gram during the 1975-76 school year.

2. Work, Inc.: Joint efforts with Work, Inc. Training
Center will provide instruction in basic physical and
educational skills for some seventy (70) physically
handicapped adults for entry level employment in
general assembly work. These adult students are re-
ferred to the center through the State Department of
rehabilitation and the Santa Barbara Mental Health
Association and meet the definition of "handicapped"
as defined in the California Plan for Vocational
Education (1973). Most students have motor control
(physical) handicaps.

3. Work Training: Joint effort Work Training program for
some thirty-five (35) students in custodian work food
handling.
1. Derry Bowles  
   Chief, UCSB Campus Police  
   University of California,  
   Santa Barbara  
   Santa Barbara, California 93106  
   Telephone: 961-3131

2. Charles C. Brady  
   Director, Vocational Education  
   Santa Barbara School District  
   720 Santa Barbara Street  
   Santa Barbara, California 93101  
   Telephone: 963-4311

3. John Carpenter  
   Sheriff, Santa Barbara County  
   4434 Calle Real  
   Santa Barbara, California 93110  
   Telephone: 967-5561

4. R.W. Cooley  
   Assistant Chief, Santa Barbara  
   City Police (Retired)  
   215 East Figueroa  
   Santa Barbara, California 93104  
   Telephone: 963-3616

5. Otie V. Hunter  
   Captain, California Highway Patrol  
   101 S. Patterson Avenue  
   Santa Barbara, California 93101  
   Telephone: 967-1234

6. John R. Frontado  
   Chief, Carpinteria Police  
   601 Maple Avenue  
   Carpinteria, California 93013  
   Telephone: 684-4561

7. Frank La Vigne  
   California State Employment  
   Development Department  
   130 East Ortega Street  
   Santa Barbara, California 93101  
   Telephone: 965-7063

8. Stanley M. Roden  
   District Attorney, Santa Barbara Co.  
   118 East Figueroa Street  
   Santa Barbara, California 93104  
   Telephone: 963-1441

9. George Orr, Jr.  
   United California Bank  
   718 Santecito Drive  
   Santa Barbara, California 93108  
   Telephone: 969-3779

10. Fritz Patterson  
    Inspector, Detention & Corrections Div.  
    S.B. County Sheriff's Office  
    4434 Calle Real  
    Santa Barbara, California 93110  
    Telephone: 967-5561

11. John Pope  
    Unit Supervisor, Calif. State Dept. of  
    Corrections  
    122 W. Figueroa Street  
    Santa Barbara, California 93101  
    Telephone: 962-0066

12. Clifford Roemer  
    Chief Probation Officer, S.B. Co.  
    Probation Department  
    123 E. Anapamu  
    Santa Barbara, California 93101  
    Telephone: 966-4164

13. Harold V. Scollin, Jr.  
    Partner, Channel Paper Company  
    7 North Salsipuedes Street  
    Santa Barbara, California 93103  
    Telephone: 963-1981

14. A.W. Trembly  
    Chief, Santa Barbara City Police  
    215 East Figueroa  
    Santa Barbara, California 93104  
    Telephone: 963-3616

15. Laurence Marshall  
    Undersheriff, Santa Barbara County  
    4434 Calle Real  
    Santa Barbara, California 93110  
    Telephone: 967-5561

Santa Barbara City College Representatives:

Melvin J. Elkins, Asst. Dean, Occupational & Career Education  
Harold G. Hilderbrand, Asst. Professor,  
Adm. of Justice - Police Science  
Donald E. Seaver, Inst., Adm. of Justice,  
Corrections  
Raymond G. Rosales, Counselor  
Harriet A. Leckie, Director, Cooperative Work Experience
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.

C.

D.

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
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:

(1) 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 occupational 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.
<table>
<thead>
<tr>
<th>Major/Field</th>
<th>Full-Time Load</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Corrections - with control class</td>
<td>1/5 full-time load</td>
<td>15</td>
</tr>
<tr>
<td>Automotive Services:</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Coop. Business Experience:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate, Finance, Insurance</td>
<td>2/5 full-time load</td>
<td>75</td>
</tr>
<tr>
<td>Office Occupations - Computer Science</td>
<td>2/5 full-time load</td>
<td>75</td>
</tr>
<tr>
<td>Supervision, Management</td>
<td>2/5 full-time load</td>
<td>75</td>
</tr>
<tr>
<td>Business Management</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Fire Science:</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Graphic Communications:</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Electronic Communications:</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Nursery School:</td>
<td>1/5 full-time load</td>
<td>25</td>
</tr>
<tr>
<td>Recreation Technician:</td>
<td>1/5 full-time load</td>
<td>40</td>
</tr>
<tr>
<td>Political Science - with control class:</td>
<td>1/5 full-time load</td>
<td>15</td>
</tr>
<tr>
<td>Interior Design Experience - with control class:</td>
<td>1/5 full-time load</td>
<td>25</td>
</tr>
<tr>
<td>Landscape Horticulture:</td>
<td>1/5 full-time load</td>
<td>30</td>
</tr>
<tr>
<td>Library Practicum - with control class:</td>
<td>1/5 full-time load</td>
<td>15</td>
</tr>
<tr>
<td>Total full-time equivalent, certificated in major, faculty</td>
<td>3-3/5</td>
<td></td>
</tr>
<tr>
<td>General Work Experience:</td>
<td>1/2 full-time load</td>
<td>100</td>
</tr>
</tbody>
</table>
SANTA BARBARA CITY COLLEGE

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

COOPERATIVE EDUCATION AGREEMENT

Date

Semester

Year

EMPLOYER ________________________  STUDENT'S NAME ________________________

STATEMENT OF JOB-ORIENTED LEARNING OBJECTIVES

Each semester that a student is enrolled in the Cooperative Education Program it
is necessary that new learning experiences be identified on his/her job. The
achievement of these stated objectives will determine the credit and grades which
will be granted for work experience.

These objectives must be specific, measurable, and achievable during the semester.
They will be reviewed at the end of the semester by the college coordinator who
will determine the level of achievement.

1. By _______ 19 , in order to

I shall

2. By _______ 19 , in order to

I shall

3. By _______ 19 , in order to

I shall

The above learning objectives are reasonable and obtainable during this semester.

Employer-Company Representative

The three participants in this Cooperative venture are the student, the employer, and
the college. The college coordinator has the sole responsibility for evaluating each
student with advice and counsel of the employer, and the college will award academic
credit.

The student agrees to abide by the Cooperative Education guidelines.

______________________________  ______________________________
Student's Signature          College Representative
PROPOSED AREAS OF JOB RECRUITMENT...

Job Recruitment

A. Agencies: Those Federal agencies we will attempt to make available to our students for job placement will include, but not be limited to, the following:

(1) Federal Aviation Administration, Security Section (Dept. of Transport)

(2) Bureau of Alcohol, Tobacco and Firearms

(3) Bureau of Customs (Patrol Officers, Inspection Officers, Intelligence Aids)

(4) Drug Enforcement Administration

(5) Housing and Urban Development (Office of Inspector General)

(6) Bureau of Sport Fisheries and Wildlife (Game Agent Trainee)

(7) Dept. of Commerce - Marine Fisheries

(8) Treasury

(9) Internal Revenue Service

(10) National Guard
# Proposed Calendar for Alternate Semester (Back to Back) Cooperative Education Program

All work experience is to take place after the completion of one full year (minimum of 30 units) in structured program.

## First Year - All Students

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL</td>
<td>SCHOOL</td>
<td>OPTIONAL Vacation or School</td>
</tr>
<tr>
<td>15-16 units</td>
<td>15-16 units</td>
<td></td>
</tr>
<tr>
<td>7/1</td>
<td>1/21</td>
<td>6/15</td>
</tr>
</tbody>
</table>

## Second Year - Student A

<table>
<thead>
<tr>
<th>Summer WORK</th>
<th>Fall WORK</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 units</td>
<td>SCHOOL</td>
<td>OPTIONAL Vacation or School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15-16 units</td>
<td></td>
</tr>
<tr>
<td>8/1</td>
<td>1/1</td>
<td>6/15</td>
<td>7/1</td>
</tr>
</tbody>
</table>

## Third Year

<table>
<thead>
<tr>
<th>Fall SCHOOL</th>
<th>Graduation or transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 or - units as needed or desired</td>
<td></td>
</tr>
<tr>
<td>9/1</td>
<td>1/31</td>
</tr>
</tbody>
</table>

## Second Year - Student B

<table>
<thead>
<tr>
<th>Summer VACATION</th>
<th>Fall SCHOOL</th>
<th>Spring WORK</th>
<th>Summer WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1</td>
<td>15-16 units</td>
<td>WORK 8 units</td>
<td>WORK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Third Year

<table>
<thead>
<tr>
<th>Fall SCHOOL</th>
<th>Graduation or transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 or - units as needed or desired</td>
<td></td>
</tr>
<tr>
<td>9/1</td>
<td></td>
</tr>
</tbody>
</table>
October 2, 1975

Ms. Harriet Leckie
Director, Co-op Work Experience
Santa Barbara City College
721 Cliff Drive
Santa Barbara, Calif. 93109

Dear Ms. Leckie,

This is written in response to our recent discussions in articulation for Santa Barbara City College co-op students with the co-op program at California State University, Fullerton.

After completing their courses (including work periods) at Santa Barbara, the students will begin their first session at Fullerton as full-time students in the Criminal Justice program. This will allow the students time to interact with the faculty, other students and various university programs with which the co-op may wish to identify. The following semester (#2) will be a work period. The third semester the students will return to campus. At the completion of this semester (#4), the students will return to work stations. The fifth semester will find the students back on campus. The last semester (#6) the students will again be at work. This calendar assumes the student transfers to CSUF with the minimum number of units (60) for upper division standing. Since the university will accept a maximum of 72 units, it may be possible for a student transferring more than 60 units to skip the last or third work period.

As you can see, this particular major fits quite well into the full-time alternating co-op calendar at Fullerton. Furthermore, Criminal Justice is a "high demand" major and as such course offerings are frequent and prerequisites do not penalize students moving toward the degree. As stated in the university catalogue, Criminal Justice as a major "provides the student with preparation for employment in a related agency."

If I can provide you with additional information, please do not hesitate to call me.

Pax,

[Signature]
Ron Landgon
Associate Director
Center for Cooperative Education

The California State University and Colleges
Ms. Harriet A. Leckie
Director of Cooperative Education
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California

Dear Ms. Leckie:

On behalf of Northeastern University I have been authorized to indicate that based on our previous discussions your proposal is not only feasible but we would be most willing to work with you in articulating a program between our two institutions. It is a unique and innovative proposal that would require us to get together and develop the necessary curriculum.

I look forward to working with your institution and in making this proposal a reality.

Sincerely,

Hugh J. Talbot
Assistant Professor and Coordinator
College of Criminal Justice
October 9, 1975

Ms. Harriet A. Leckie
Director, Cooperative Work Experience
Santa Barbara City College

Dear Ms. Leckie:

With regard to your planned project for an Alternate Semester Program in Administration of Justice necessitating close articulation with four-year institutions, the Social Science Department will be happy to cooperate with the Planning Committee in developing any required curriculum involving this department.

As I understand it, the Planning Committee will begin its work in the Fall of 1975.

Please let us know as early as possible how we can help.

Sincerely yours,

George E. Frakes, Ph.D.
Department Chairperson,
Social Science Department

GEF: ms
October 9, 1975

Ms. Harriet A. Leckie  
Director, Cooperative Work Experience  
Santa Barbara City College

Dear Ms. Leckie:

The Biological Science Department will be happy to work with your Planning Committee in developing any courses required for the projected Alternate Semester Cooperative Education Program in Administration of Justice.

My understanding is that there may be a necessity to develop interrelating courses with the Administration of Justice curriculum in order to transfer students with full credit to cooperating four-year institutions.

We look forward to assisting you in this endeavor.

Sincerely yours,

Robert J. Profant, Ph.D.  
Department Chairperson,  
Biological Science Department

RJP: ms
October 9, 1975

Ms. Harriet A. Leckie
Director, Cooperative Work Experience
Santa Barbara City College

Dear Ms. Leckie:

The Physical Science Department is very much interested in working with the projected Planning Committee for an Alternate Semester Cooperative Education Program in Administration of Justice.

From my discussion with you, I infer that our participation would involve curriculum development during 1976-77 as needed to insure that students complete all requirements for transfer to participating four-year institutions as third year students.

The project sounds interesting and innovative, and we look forward to helping in whatever way we can.

Sincerely yours,

Elwood Schapansky, Ph.D.
Chairperson,
Physical Science Department

ES: ms
RESUME

JAMES A. NORTON
Age: 58
Married - 4 children
Residence: 929 Palermo Drive
Santa Barbara, CA 93105

Employment:

Assistant Professor  Administration of Justice - Santa Barbara City College, 1971 - present
Coordinator  Administration of Justice - Santa Barbara City College, 1971 - present
Director  Santa Barbara Law Enforcement, 1971 - present
"  Basic Academy, 1971 - present
"  Santa Barbara Correctional Officers Academy, 1971 - present

Prior Employment:

(Retired) Special Agent, Federal Bureau of Investigation (FBI) - 1942/1970
  Field Supervisor, FBI, Los Angeles, CA - 1955/1961
  Senior Resident Agent, FBI, Pasadena, CA - 1961/1965
  Senior Resident Agent, FBI, Santa Barbara, CA - 1965/1970
  Police Training Instructor, FBI - 1961/1970
  Doane College, Crete, Nebraska - 1934/1938

Education:

B.S. degree - Education - University of Minnesota, 1948

Two Summer Sessions - University of California, Los Angeles, 1971/1972

Vocational Teacher Training
RESUME

HARRIET A. LECKIE
Age: 54
Divorced - 4 children
Residence: 334-B Consuelo Drive
Santa Barbara, CA

Employment:

Volunteer Work

Including:
Member of Board of Jr. League, 1952/1965
Santa Barbara Community Chest, "
Family Service Agency, "

Santa Barbara City College

Administrative Secretary, Occupational & Career Education, 1965 to Jan. 1974
Director, Cooperative Work Experience, Feb. 1974 - present

Education:

B.S. (Business) Simmons College, Boston, Massachusetts, 1942

Additional courses at University of California, Los Angeles and University of California, Santa Barbara (10 semester units), 1955/1972

60 clock hours, University of California, Los Angeles, Teacher Training course, 1972

Northeastern University (8 quarter units), Summer, 1975