Santa Barbara Community College District

PLAN FOR
COOPERATIVE WORK EXPERIENCE
1975 - 1976
Plan
for
Work Experience Education
1975 - 1976
FOREWORD

The Cooperative Work Experience Program, implemented in fall 1970 at Santa Barbara City College, has grown to serve an average of 650 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 can be educational and, that the classroom instructor working cooperatively with the employer and student to establish specific, measurable and achievable learning objectives 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.

Occupational Work Experience and internships are 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. The additional units must be in the area of the major in occupational classes.

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.

Harriet A. Leckie
Director
Cooperative Work Experience
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SANTA BARBARA COMMUNITY COLLEGE DISTRICT
721 Cliff Drive
Santa Barbara, California 93109

PLAN
FOR
COOPERATIVE WORK EXPERIENCE EDUCATION
1975-76

A. The Board of Trustees, Santa Barbara Community College District, this ___ day of _______, 1975, 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 explore the various career opportunities available to them and 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. Occupational 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, 1975-76 (continued)

(2) The employer's report of student attendance, performance on-the-job, and progress toward achievement of the student written measurable learning objectives.

(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 and progress toward achievement of student written measurable objectives.

(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 occupational work experience program to:

a. Attend all required 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.

(Continued)
Plan for Work Experience Education, 1975-76 (continued)

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.

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.

G. 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 general work experience education program.

b. Occupational Work Experience shall be provided for all students working for a Certificate or Associate degree in any accredited major where student demand and educational value can be demonstrated.

(1) All occupational 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 occupational work experience education program.

2. Assign personnel.

a. The Director of Cooperative Work Experience will cooperate with the instructor-coordinators in the various vocational work areas to insure the success of the general and specific work experience classes.

(continued)
b. Occupational work experience instructor-coordinators will be assigned for the conduct of the program from the various subject areas offering 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.

3. Insure work.

The Director of Cooperative Work Experience, 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 occupational 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 occupational 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) Progress toward achievement of student’s written measurable objectives.

(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 measurable objectives.

(2) Attendance at required class meetings.

(continued)
Plan for Work Experience Education, 1975-76 (continued)

(3) Monthly time reports.

(4) Monthly progress toward objectives reports.

(5) 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.

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

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. 17-18)

(2) Credit for occupational 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 enrolled in at least four (4) additional units required by his major for a Certificate or Associate degree. (See Occupational Work Experience course descriptions, pp. 17-37)

5. Provides services.

a. Secretarial and clerical services, together with student clerical assistants are available in the offices of the Assistant Dean, Occupational and Career 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 (8) units which are directly related to their vocational career objectives. Instructors will relate classroom instruction to practical on-the-job applications. Coordinators of occupational 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 Appendices A, B, C)

1. The coordinators of general work experience education shall work with the students in writing their measurable learning objectives to be approved by the on-the-job supervisor, student and instructor-coordinator, and obtain each of the three parties' signatures on an agreement outlining the responsibilities of each, to insure the quality of the educational experience.

(continued)
2. Coordinators of vocational work experience education shall work with the students in writing their measurable learning objectives to be approved by the on-the-job supervisor, student and instructor-coordinator, and obtain each of the three parties' signatures on an agreement outlining the responsibilities of each to ensure that the work assignment will supplement training received in regular class and shop assignments in the major for which the college program has been designed.

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 eight (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. If enrolled in an occupational work experience class, be concurrently enrolled in at least four (4) additional units required by his major for a Certificate or Associate degree.

   c. Have the approval of the work experience education coordinator of the college.

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

   e. 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 1975-76
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 job assignment.

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

Attention:  ______________________________

Telephone: (805) 965-0581

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 occupational Work Experience classes no
   more than 4 times.
3. That if I am enrolled in a specific occupational Work Experience class,
   at least 4 of the additional units I am taking are required in my major.
4. That I may not enroll in any combination of Work Experience classes
   more than 4 times.
5. That I may enroll in only one Work Experience class per semester.
6. That I must stay enrolled in a minimum of four units in addition to
   Work Experience.
7. That I must accumulate an average of 20 work hours per week to
   receive full work experience units (4).

_________________________________________  (Student's Signature)
Cooperative Education

FILLING OUT THE "GUIDELINES FOR SETTING LEARNING OBJECTIVES"

THE REQUIREMENT

At the beginning of each semester, a cooperative education student must establish three on-the-job learning objectives. These are written by the student/employee and approved by his/her supervisor. They establish important communication between the student/employee and the supervisor as they work together to find objectives that will increase the student's knowledge, skills, and performance related to the job.

Starting with past on-the-job duties as a base, an objective must reflect new learning on the job during the given semester (or summer session). If the student has taken previous cooperative education courses, new learning objectives are required for the new semester. The learning objectives may involve new habits, skills, or information above and beyond the student's routine duties on the job. At the end of each semester, the supervisor will be asked to evaluate the student's progress in his/her objectives, as a part of the grade in the cooperative education course.

WHAT A LEARNING OBJECTIVE IS

A learning objective is a statement which describes a learning experience in terms of a result which you are interested in accomplishing on your job during a given semester (or summer session).

Generally, each job-oriented learning objective is included in one of the following four categories:

(1) Skill-upgrading goals: Is there room for specific improvement in the way you are already performing your present duties by growing in your job increasing your usefulness, or improving your performance? If you have recently begun to work at a new job, what new duties or skills can you learn? Can you advance within the time limit to new duties or a new job assignment?

(2) Problem-solving goals: Does your employer have a specific problem which you feel you can solve with measurable results?

(3) Creative goals: Is there something related to your work which you have been wanting to learn -- better and more accurate typing, clearer writing of reports, specific techniques of improving relations with others on the job, etc.?

(4) Personal goals: Is there a human-relations problem that needs to be worked on?

Specifically, job-oriented learning objectives must:

(1) Be stated in terms of single, definite results you intend to achieve and have the ability to achieve within the time limit (think in terms
of what you are doing now, and do not try to make too great a leap all at once; have a clear idea of specific things you will do in the weeks to come);

(2) Be measurable by your supervisor;

(3) Be achievable within the semester (or summer session);

(4) Reflect discussion with your supervisor before they are written down (since the supervisor must sign the agreement incorporating the three objectives and grade you on your success with them); and

(5) Fall within the scope of your job assignment.

STEPS IN FILLING OUT THE "GUIDELINES" ON PAGE 4

Think about what you want to learn on the job. Study the types of learning objectives shown on page 1 and the examples on pages 2 and 3. Think about the work you are doing now and how well you might be able to do the work by the end of the semester. Discuss your ideas with your supervisor; get his/her assistance in establishing realistic and measurable learning objectives.

Select three specific objectives.

Fill in the "Guidelines" on page 4, using these three objectives. For examples of the "why," "what," and "when," see pages 2 and 3. Your "how" might read somewhat like this: "Through instruction, observation of an expert operator, and practice." Your "who" might read like this: "My supervisor, Mr. John Smith."

In your "what," use action verbs such as:

answer demonstrate explain match record state
build describe identify outline repair summarize
compare differentiate list perform select write
contrast do locate recite solve

Avoid vague terms which suggest results which are difficult to measure such as:

appreciate comprehend grasp know think
behave enjoy help learn treat
believe familiarize incite respect visualize

EXAMPLES OF LEARNING OBJECTIVES

1. By January 1, 1976, in order to increase my efficiency in handling flat mail and parcels, I shall boost my speed 20% in the distribution of flat mail and parcels to 2100 ppcr hour for flat mail and 96 ppcr hour for parcels.

2. By June 15, 1976, in order to improve the results realized from our store's advertising campaign, I shall test two different types of ads in the newspaper, television, and radio media.

3. By June 15, 1976, in order to increase turnover and balance the stock, I shall develop a model stock plan accompanied by a unit control system, which
will increase turnover to four turns per year and result in a correctly balanced stock.

4. By January 1, 1976, in order to develop a more workable stock of repair parts and materials for service vehicles to carry on service calls, I shall develop a standard stock sheet list showing type and quantity of the most-needed repair parts and materials for service vehicles to carry on service calls.

5. By June 15, 1976, in order to keep errors to a minimum on all paperwork, including completed work orders and time sheets, I shall reduce errors on all paperwork, including completed work orders and time sheets to under six mistakes per month.

6. By January 15, 1976, in order to expand my knowledge and understanding of toll translation, I will provide a duplicate system of toll translation, maintaining an accuracy of not more than 7% error.

7. By June 15, 1976, in order to give a short talk to the school kids on how to prevent fires, I shall present a 30-minute fire prevention seminar to three different age school groups.

8. By June 15, 1976, in order to improve labor-management relations, I shall reduce "unresolved grievances" of employees by 5% (from October base).

9. By January 15, 1976, in order to improve communication between my clients and me, I shall ask clients how well I communicate with them and keep a record of their answers.

10. By June 15, 1976, in order to learn to type faster than I am able to do now, I shall increase my typing speed on a five-minute writing from 35 to 40 gross words per minute with a maximum of three errors.

11. By June 15, 1976, in order to learn how to complete simple income tax returns, I shall complete approximately one simple income tax return every two hours with 100 percent accuracy.

12. By January 15, 1976, in order to develop intravenous solution data control for I.V. additive programming, I shall develop a fundamental programming sheet for intravenous solution on data relating to I.V. additive controls.

13. By January 15, 1976, in order to increase our bank's portfolio of retail dealer contracts, I shall show a 10% increase in our bank's retail dealer contracts by establishing a line of credit with dealers to be used primarily for buying their contracts.

14. By June 15, 1976, in order to improve control of student behavior on the school bus, I shall have the leader of out-of-seat behavior on the school bus, who is out of his seat at least 50% of the time, remain seated 90% of the time or more.

15. By January 15, 1976, in order to increase participation of boys in sports and activities (rather than just "hanging around," I shall increase
INSTRUCTIONS FOR THE STUDENT (continued)

participation of boys in club activities from 30% to 80% by awarding points for participation.

16. By June 15, 1976, in order to improve teacher-parent relationships, I shall evaluate the work of eight pupils over a ten week period, prepare conference sheets, and conduct parent conferences.

17. By June 15, 1976, in order to resolve problems with my peers, I shall develop the ability to better understand my fellow workers as a group by analyzing some of our problems and introduce experimental suggestions by using the scientific method of problem solving.

18. By January 15, 1976, in order to demonstrate my ability, I shall construct a wax pattern; then, I shall cast, finish, and polish it within the time frame and the tolerable limits as set forth by my employer.
GUIDELINES FOR SETTING LEARNING OBJECTIVES

NAME

SEMESTER

YEAR

JOB TITLE AND PRESENT DUTIES:
(a) Give your job title.
(b) Name your present duties (up to five things you do at present on the job, at least occasionally):
(1)
(2)
(3)
(4)
(5)

LEARNING OBJECTIVE #1:
(a) Why are you going to attempt this?
(b) What are you going to attempt to do or accomplish?
(c) When are you going to have it completed?*
(d) How do you intend to do it?
(e) Who will check your work, evaluate it, and measure your accomplishments?

LEARNING OBJECTIVE #2:
(a) Why are you going to attempt this?
(b) What are you going to attempt to do or accomplish?
(c) When are you going to have it completed?*
(d) How do you intend to do it?
(e) Who will check your work, evaluate it, and measure your accomplishments?

LEARNING OBJECTIVE #3:
(a) Why are you going to attempt this?
(b) What are you going to attempt to do or accomplish?
(c) When are you going to have it completed?*
(d) How do you intend to do it?
(e) Who will check your work, evaluate it, and measure your accomplishments?

* The deadline must be no later than the last day of the semester (or summer session).

APPENDIX B-5

-5-
COOPERATIVE EDUCATION

FILLING OUT THE "COOPERATIVE EDUCATION AGREEMENT"

1. Fill out the rough draft of the Cooperative Education Agreement on the reverse of this sheet, using the specific type of wording shown immediately below. To make room for the information, you may have to type or put additional lines between the ruled lines. Write as follows for each objective:

"By (insert your when), in order to (insert your why), I shall (insert your what)."

**EXAMPLE:** By June 1, 1976, in order to increase my areas of usefulness, I shall learn to operate the Medelco computer with less than 5% error.

2. Show the rough draft of the learning objectives to your supervisor on the job. Be prepared to explain how you intend to reach these objectives and how he or she can measure whether you have reached them by the date of estimated completion.

3. Ask your supervisor if he or she will approve your learning objectives. If necessary, revise them to gain approval.

4. Turn in both the Guidelines and the tentative Agreement to your instructor by . Either bring them in person or mail them in an envelope provided upon request. These forms will be checked for conformity with the rules, spelling, punctuation, and clearness. The tentative Agreement will be returned to you while you wait or an appointment will be made to rewrite the objectives.

5. When the three objectives are approved in rough form, you will be given the set of four forms entitled "Cooperative Education Agreement." Copy your objectives very legibly or type on the white sheet, making sure that the writing is transferred to the three carbons. Do not separate the four forms yet.

6. Be sure to fill out the information at the top of the Agreement.

7. Sign your name in the lower left-hand corner.

8. Give your employer the unseparated set of four sheets to sign.

9. Tear off the blue sheet and keep it.

10. Give your employer the pink sheet.

11. Turn in only the white and yellow copies (still fastened together) to the instructor. The Coordinator will cancel the enrollment of students who do not turn in these forms within the time limit. Final date to be turned in to instructor is

APPENDIX B-6
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 ___________________________

APPENDIX C
STUDENT REPORT ON PROGRESS TOWARD ACHIEVEMENT OF HIS/HER THREE CONTRACTED WRITTEN MEASURABLE OBJECTIVES:

1. Report should be printed or typed.

2. Report should be specific as to steps taken during the time reported toward achievement of objectives, that is, "Objective #1. (Restate objective). I have done........; or I was unable to do," etc. The report should be brief and speak to the points of "what" and "when" (see "Instructions to the Student"). All three objectives should be reported on each month.

3. Reports must be turned in to the instructor by the due date. They may be mailed or put into the box at the switchboard marked "student mail for instructor."

APPENDIX D
SANTA BARBARA CITY COLLEGE

WORK EXPERIENCE

COURSE DESCRIPTIONS

APPENDIX E
SANTA BARBARA CITY COLLEGE

Catalog Description

Work Experience 60 - A, B - Work and Responsibility (1) F-S

Prerequisite: Full-time student with a major that does not offer an opportu-
tunity for work experience in major field of study. Student
must be concurrently enrolled in Work Experience 61 AB.

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 oppor-
tunities 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 per-
taining to employment. A student may enroll in this course two (2) different
semesters.
SANTA BARBARA CITY COLLEGE

Catalog Description

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).
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 (8) 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.
SANTA BARBARA CITY COLLEGE

Catalog Description

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 (8) 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.

APPENDIX E-4.
SANTA BARBARA CITY COLLEGE

Catalog Description

Business Experience 1, 2, 3, 4 - Cooperative Experience, Real Estate and Finance (1-4) F-S

Prerequisite: Student either employed or available for employment in an occupation directly related to his major in Real Estate or Finance.

Corequisite: Student must be enrolled in no less than eight (8) units including Cooperative Experience, Real Estate and Finance.

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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Correctional Science 61 A, B - Correctional Science Experience (2-4) F-S

Prerequisite: Minimum completion of two Correctional Science courses and permission of the instructor-coordinator.

Corequisite: Student must be enrolled in no less than eight (8) units including Correctional Science Experience.

Organization: One hour seminar, five to fifteen hours weekly (supervised on-the-job career related training).

The course consists of a structured on-the-job training experience that permits the student to become acquainted with at least two different correctional agencies within the community. The students will meet once a week for a seminar-type discussion of their experiences and/or problems and will be given guidance as necessary. They must write three specific, measurable learning objectives, achievable during the semester of enrollment. From five to fifteen hours per week will be spent in on-the-job training. Students will receive one (1) unit of credit for each seventy-five (75) hours of work experience in addition to the one (1) hour of credit for the seminar. Course has a two (2) unit minimum and a four (4) unit maximum credit allowed, and may be taken two (2) consecutive semesters.
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 (8) units
including Electronics 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 prac-
tical 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. Additional class meetings may be required. Students must
write three specific, measurable learning objectives, achievable during the
semester of enrollment. 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 employment completed during the semester up to a maximum
allowable of three hundred (300) hours.
SANTA BARBARA CITY COLLEGE

Catalog Description

Fire Science 61 A, B, C, D - 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.

Corequisite: Student must be enrolled in no less than eight (8) units including Fire Science Experience.

Organization: Duty schedule as assigned by employer.

Provides 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. Employment may be obtained subsequent to enrollment. 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 allowed for each seventy-five (75) hours of satisfactory 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 (8) units including Graphic Arts 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. Additional class meetings may be required. Student must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 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 (8) units including Food Service 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.
Interior Design 60 - Interior Design Experience (1-4) F

Prerequisite: Acceptance to the Interior Design Program.

Corequisite: Student must be enrolled in no less than eight (8) units including Interior Design Experience.

Organization: Through guest speakers and community projects, students will learn to relate course work to the world of work and career goals. Attitudes in work situations, professional organizations and employment are discussed and evaluated in seminar type classes.

This is a survey course to provide the student with the opportunity to explore the various career opportunities available in the Interior Design field, and to examine options for entering the labor market in this occupational area.
SANTA BARBARA CITY COLLEGE

Catalog Description

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 (8) units including Interior Design 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. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. A student may enroll in this course two (2) 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 employment completed during the semester, up to a maximum allowable of three hundred (300) hours.

APPENDIX E-12
SANTA BARBARA CITY COLLEGE

Catalog Description

Landscape Horticulture 61 A, B - Landscape Work Experience (1-3) F-S

Prerequisite: Student must either be employed or available for employment in a field directly related to the Landscape Horticulture industry.

Corequisite: Student must be enrolled in no less than eight (8) units including Landscape 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 concurrently 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. A student may enroll in this course two different semesters and may earn up to a maximum of three (3) units per semester. One unit of credit allowed for each seventy-five (75) hours of satisfactory employment completed during the semester up to a maximum allowable of two hundred twenty-five (225) hours.

APPENDIX E-13
Library Technology 61 A, B - Library Practicum (2-4) F-S

Prerequisite: Library 1-5. May be taken concurrently.

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

Organization: One hour weekly class meeting. Five to fifteen hours per week of on-the-job training.

This course consists of a structured on-the-job training experience in at least two (2) types of libraries. Students will meet once a week for a seminar type discussion of their experiences and/or problems and will be given guidance as necessary. They must write three specific, measurable learning objectives, achievable during the semester of enrollment. From five to fifteen hours per week will be spent in on-the-job training. Students will receive one (1) unit of credit for each seventy-five (75) hours of work experience in addition to the one (1) hour of credit for the seminar. Course has a two (2) unit minimum and a four (4) unit maximum credit allowed, and may be taken two (2) consecutive semesters.
Nursery School 61 A, B, C, D - Nursery School Work Experience (1-4) F-S

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

Corequisite: Student must be enrolled in no less than eight (8) units including Nursery School 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 allowed for each seventy-five (75) hours of satisfactory employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Office Experience 1, 2, 3, 4 - Computer Science Experience (1-4) F-S

Prerequisite: Full-time students either employed or available for employment in an occupation directly related to their major in Computer Science.

Corequisite: Student must be enrolled in no less than eight (8) units including Computer Science 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. Additional class meetings may be required. Student must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.
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.

Corequisite: Student must be enrolled in no less than eight (8) 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. Additional class meetings may be required. Student must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 employment completed during the semester up to a maximum allowable of three hundred (300) hours.
SANTA BARBARA CITY COLLEGE

Catalog Description

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 (8) units including Recreation Technician 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 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 Law Enforcement 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. Additional class meetings may be required. Students must write three specific, measurable learning objectives, achievable during the semester of enrollment. 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 allowed for each seventy-five (75) hours of satisfactory employment completed during the semester, up to a maximum allowable of three hundred (300) hours.
Political Science 61 A, B - Internship (2-4 units) F-S

Prerequisite: Minimum completion of two (2) Social Science courses or permission of the instructor.

Corequisite: Student must be enrolled in no less than eight (8) units including Political Science 61 AB.

Organization: One hour seminar. Five to fifteen hours of on-the-job experience.

This course functions as a structured internship program whereby students gain on-the-job experience as staff workers for public officials, public agencies, or as aides for private law firms. The students will meet once a week for a seminar-type discussion of their experiences and/or problems and will be given guidance as necessary. From five to fifteen hours per week will be spent in on-the-job training. Students will receive one unit of credit for each seventy-five (75) hours of work experience in addition to the one unit of credit for the seminar, with a minimum of two units and a maximum of four units allowed. The course may be taken two different semesters.
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:

   (I) 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