Santa Barbara
Community College District

PLAN FOR
COOPERATIVE WORK EXPERIENCE
1976-1978
CALIFORNIA COMMUNITY COLLEGE DISTRICT PLAN FOR COOPERATIVE
WORK EXPERIENCE EDUCATION (CWEE)
1976 - 1978

A. Name of District  Santa Barbara Community College

Contact Person  Harriet A. Leckie (805) 965-0581
(name) (phone number)

NOTE: Multi-campus districts are to submit an attachment to this cover page
listing the contact person at each college.

B. Check below the appropriate boxes that apply to this plan (See Title 5,
Section 55251(c)).

I. TYPE
   a. General Work Experience Education  X
   b. Vocational Work Experience Education  X

II. PLAN
   a. Parallel Plan  X
   b. Alternate Plan
   c. Summer Session  X

C. This plan was adopted by the district board on May 27, 1976
   (Title 5, Section 55251(a)).

D. The Cooperative Work Experience Education program direction, coordination,
services and records will be in compliance with Title 5 of the California
Administrative Code, Sections 55250 through 55257, and if VEA funds are used,
the California State Plan for Vocational Education, Section 3.6 (See
Statement of Assurances on back).

E. (Signed) District Superintendent or Designate
   (original signature required on one copy)
   Dr. Glenn G. Goeder
   Date  May 28, 1976

COMMUNITY COLLEGE CHANCELLOR'S OFFICE APPROVAL

(Signed) Chancellor or Designate

Date
Statement of Assurances

Title 5 requires the assignment of a sufficient number of qualified, certificated personnel by the district to direct the program and to assure the following required district services (Title 5, Section 55251(d)(2)):

1. Initiate, maintain, and approve work stations (Title 5, Sections 55255 and 55257).

2. Determine and approve that each participating student qualifies (Title 5, Section 55254).

3. Certify that the planned program of Cooperative Work Experience Education includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment (Title 5, Sections 55250 and 55254).

4. Develop, with student and employer, each student's training agreement (Title 5, Section 55255).

5. Provide appropriate and continuous guidance service (Title 5, Section 55251(d)(1)).

6. Assure work done by students is of a useful educational nature (Title 5, Section 55251(d)(3)).

7. Evaluate, with the advice of employers, work done by students and award credit for successful accomplishment (Title 5, Sections 55251(d)(4) and 55253).

8. Coordinator consults in person with employers each term (Title 5, Section 55255(a)).

9. Write evaluation each term of each student's progress on the job (Title 5, Section 55255(b)).

10. Coordinator consults with each enrolled student in person each term (Title 5, Section 55255(c)).

11. Maintain records as required (Title 5, Section 55256).

12. Assure no duplicity of student contact hours (Title 5, Section 55256).

13. Provide program coordination and student supervision in compliance with Title 5 regulations (Title 5, Section 55250).

14. Provide necessary clerical and instructional services (Title 5, Section 55251(d)(5)).

In submitting this plan, the district certifies that all of the above required services are provided and that the attached plan reflects the magnitude of the district's Cooperative Work Experience Education program.
I. RESPONSIBILITIES

Specifically describe the district's responsibilities of each of the following in the operation of the program (Title 5, Section 55251(b)). If there are no significant changes in this plan from the 1974-76 plan, the same information may be used in this section. Use additional pages, if needed, and attach to page 1.

(a) College
(b) Student
(c) Employer
(d) Other Cooperating Agencies
(e) District (for multi-campus districts only)

SANTA BARBARA CITY COLLEGE

Description of Responsibilities.

1. It shall be the responsibility of the college 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. Insure that coordinators of work experience education develop with the student and the employer written learning objectives that include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

   e. Insure that instructor-coordinators prepare, in cooperation with the student and employer, an agreement outlining the responsibilities of each party to insure the quality of the educational experience.

   f. Insure that all coordinators, in cooperation with vocational counselors, related class and shop instructors, the Career Education Center staff, Veteran's Office, and Placement Office, provide appropriate and continuous guidance service for the students throughout their enrollment in the work experience program.

   g. Assure that the work done by the student is of a useful educational nature through the use of individual written learning objectives signed by the on-the-job supervisor, student and instructor-coordinator, and required attendance at a group instruction class directly related to the purposes of the program.
h. Provide work experience coordinators with sufficient released time for consultation, in person, with each student's employer during the semester.

i. Allow sufficient coordination time to insure adequate program planning and allow for the carrying out of the program objectives.

j. Provide a program of professional growth and development sufficient to insure that work experience education personnel develop and maintain necessary skills.

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

l. 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.

(2) A copy of the student's written learning objectives signed by the employer, student and instructor-coordinator.

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

(4) The instructor-coordinator's grade on the work performed in group instruction classes related to the purposes of work experience education.

(5) The instructor-coordinator's report of his in person consultation with each student each semester.

(6) The instructor-coordinator's report of his in person consultations with each employer each semester.

(7) The instructor-coordinator's rating of each student, including a grade for work performance and progress toward achievement of student's written measurable objectives.

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

m. Assure no duplicity of student contact hours through maintenance of a master file in the office of the Director of Cooperative Work Experience, and computerized printouts in the Admissions and Records Office.

n. 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 Office of Admissions and Records.
2. It shall be the responsibility of the student to:

a. Meet all academic criteria for participation in the work experience program.

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

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

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

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

(2) 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.

(3) Have the approval of the work experience education coordinator of the college.

(4) Have an occupational or educational goal to which, in the opinion of the college, the work experience education chosen will contribute.

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

*Not applicable at Santa Barbara City College, 1976-77

b. Attend all required vocational or group related classes and perform all assigned work to the satisfaction of the instructor-coordinator.

c. Notify the instructor-coordinator of any changes of job, supervisor, working hours or salary.

d. If the job terminates, notify the instructor-coordinator and Director of Placement immediately.

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

a. Develop with the student and coordinator written learning objectives that include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

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

c. Provide adequate supervision for the student and help him to progress on-the-job.
S.B.C.C. PLAN FOR WORK EXP. ED., 1976-78 (continued)

d. Provide the instructor-coordinator with a performance rating based on the learning objectives for each student employee, that may be used in the determination of the student's grade.

e. Confer with the instructor-coordinator regarding any problems.

f. Provide adequate compensation insurance.

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

4. Cooperating Agencies.

Through the use of departmental advisory committees, local businesses, the California State Employment Development Department, and all other public agencies and institutions work with the Director, Cooperative Work Experience, and instructor-coordinators, aiding in job placement, acting as guest speakers in the area of their expertise and generally promoting the work experience program in the community.

5. Cooperative Work Experience Courses to be Offered 1976-78 (See Attachments 1.0 through 1.6).
II. GUIDANCE SERVICES

Indicate by checking the appropriate box(es) how the district provides appropriate and continuous guidance service for students throughout their enrollment in Cooperative Work Experience Education (Title 5, Section 55251(d)(1)).

(a) Scheduled Weekly Coordinating Class [X]

AND/OR

(b) Scheduled Individual Conferences

Weekly

Monthly

Semester or Quarter [X]

Other (briefly describe below)

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III. STUDENTS ENROLLED AND CREDIT AWARDED

Indicate the number of students enrolled in Cooperative Work Experience Education programs (1974-75):

<table>
<thead>
<tr>
<th>Semester</th>
<th>Students Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1974</td>
<td>640</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>Spring 1975</td>
<td>773</td>
</tr>
<tr>
<td>Summer 1975</td>
<td>13</td>
</tr>
<tr>
<td>Total</td>
<td>1,426</td>
</tr>
</tbody>
</table>

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IV. PROGRAM DIRECTION, COORDINATION, SERVICES AND RECORDS PERSONNEL ASSIGNED TO COOPERATIVE WORK EXPERIENCE EDUCATION

Page 2 cites the required services to be performed to be in compliance with Title 5 regulations on Cooperative Work Experience Education programs. The purpose of this part of the plan is for the district to identify the need for staffing in A, and to indicate the extent of assigned staffing in B.

A. (1) Indicate the total Fall F.T.E. (15 class hours or equivalency) of total staff participating in Cooperative Work Experience Education programs (1974-75)

   
   |
   | Cooperative Work Experience Director or Coordinator
   |
   |
   |

   1

   |
   |

   |

   2.8 Instructor/Coordinator

(2) Indicate the full-time clerical or equivalent positions assigned to Cooperative Work Experience Education programs (1974-75) .5*.

*Student hourly

B. Check below as to whether significant changes are anticipated in A for 1976-78:

Yes [X] Indicate the changes by category and attach to this plan

Instructor-Coordinator ratio varies with enrollment.

No [ ] Introduction of work experience components to new programs is planned; may increase need for permanent part-time clerical help.

V. ASSURANCE OF STUDENT'S WORK

Initial either A or B below to indicate (1) How the district will assure that the work done by students is useful and educational and (2) How it will certify that the planned program includes new and expanded responsibilities or learning opportunities.

A. The district complies with (1) and (2) above by developing, with the student and employer, each student's training agreement and the coordinator certifies that the student's planned program includes new or expanded responsibilities or learning opportunities. In addition, one hour weekly class meetings cover topics related to getting a job, improving on-the-job, and responsibility to self and employer. [X]

B. The district complies with (1) and (2) above in a procedure different from that described in A. Briefly describe below the procedure used. [ ]
SANTA BARBARA CITY COLLEGE

COOPERATIVE WORK EXPERIENCE COURSES TO BE OFFERED 1976-78

OCCUPATIONAL WORK EXPERIENCE

Four Semester Courses:

- Automotive Experience 61 A,B,C,D  
- Graphic Arts Experience 61 A,B,C,D  
- Electronics Experience 61 A,B,C,D  
- Hotel, Restaurant, Management (H.R.M.) Experience 61 A,B,C,D  
- Office Experience 1,2,3,4  
- Public Service (Police and Fire Science) Experience 61 A,B,C,D  
- Recreation Technician Experience - P.E. 97, A,B,C,D  
- Cooperative Business Experience 1,2,3,4  

Two Semester Courses:

- Interior Design 60-61  
- Landscape Horticulture Experience 61 A,B  
- Library Practicum 61 A,B  
- Political Science Internship 61 A,B  
- Correctional Science Experience 61 A,B  

Summer School Offerings

GENERAL WORK EXPERIENCE

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1.6

Attachment 1.0
Four Semester Offering:

Course Content

The four semester classes listed below all use the following course content:

- Automotive Experience 61 A,B,C,D
- Graphic Arts Experience 61 A,B,C,D
- Electronics Experience 61 A,B,C,D
- H.R.M. Experience 61 A,B,C,D
- Office Experience 1,2,3,4
- Public Service (Police and Fire Science) Experience 61 A,B,C,D
- Recreation Technician Experience P.E. 97, A,B,C,D

First Semester: Background to (Major Area) Employment - Units 2-4

1. Orientation
2. Writing Learning Objectives
3-4. Discussion of Individual Learning Objectives
5-7. Job Market Analysis - Santa Barbara County; California; the United States
8. Personnel Practices
9. Lateral and Vertical Promotions
10. Affirmative Action
11. Self Inventory
12-14. Preparing a Letter of Application, a Resume or Data Sheet, and Follow-up Correspondence
15. Preparing for an Interview
16. Progress Reports on Learning Objectives
17. Review of Employer Evaluations
18. Final Examination

Second Semester: Work and Responsibility - Units 2-4

1. Orientation and Introduction to Second Semester
2. Writing Learning Objectives
3-4. Personal Responsibility - Job Responsibility
5. Motivation
6. Setting Priorities
7. Problem Solving
8. Interpersonal Relations
9. Job Success - Adaptability, Initiative, Judgment
10. Job Success - Cooperation, Appreciation, Gratitude
11. Job Success - Speech and Appearance
12. Productivity - Factors Influencing
13. Liking Yourself
14. Improvement Not Perfection
15. Making Your Own Decisions
16. Progress Reports on Learning Objectives
17. Review of Employer Evaluations
18. Final Examination

(continued)

Attachment 1.1
Third Semester: Progressing On-the-Job - Units 2-4

1. Orientation - Writing learning objectives
2. After You Get the Job
3-4. Employment Regulations and Laws
5. Keeping Your Job
6. Human Relations
7. Employer-Employee Relations
8. Co-Worker Relations
9. Supervision and Management
10. Problems Dealing with Clients
11. Job Satisfaction
12. Raises and Promotions
13. Further Training and Education
14. Review of Employer Evaluations
15. Final Examination

Fourth Semester: Individualized Related Instruction - Units 2-4

This class includes orientation, and writing measurable objectives, as above. The students meet each week thereafter for a seminar type classroom discussion of the individual application of skills learned in prior work experience classes, discussing experiences and/or problems related to work and receiving counseling as necessary. Outside assignments, classroom participation, quizzes and final examination are required in addition to working toward individual learning objectives on-the-job.
Four Semester Offering - Specialized for Business

Course Content

Business 1 - Co-op Business Experience (Background to Business) - Units 2-4

1st Semester:

Session 1 - 3  Orientation and Review of Objectives
Session 4  Analysis of Local Job Market
Session 5 - 8  Analysis of Local Economy and the Effects of that Economy on Different Business Types
Session 9 - 16  Analysis of Business Profits: Marketing; Cost Accounting; Services; Manufacturing Costs; Labor Costs
Session 17- 18  Review of Semester Objectives

Business 2 - Co-op Business Experience (Progressing on-the-job) - Units 2-4

2nd Semester:

Session 1 - 3  Orientation and Review of Objectives
Session 4  Employment Regulations
Session 5 - 8  Human Relations Theories
Session 9 - 11  Interviewing Techniques
Session 12- 13  Motivation
Session 14- 16  Grievance Procedures; Personnel Practices
Session 17- 18  Review of Semester Objectives

Business 3 - Co-op Business Experience (Management Controls and Business Financing) - Units 2-4

3rd Semester:

Session 1 - 3  Orientation and Review of Objectives
Session 4 - 6  Inventory Control
Session 7 - 9  Contract Bidding
Session 10- 12  Merchandising
Session 13- 16  Small Business Financing
Session 17- 18  Review of Semester Objectives

Business 4 - Co-op Business Experience (Individualized Related Instruction and Future Job Preparation) - Units 2-4

4th Semester:

All sessions to be oriented around student participation, based on individual job experiences.
Two Semester Offering:

Course Content

The two semester classes listed below all use the following course content:

Interior Design
Landscape Horticulture Experience
Library Practicum
Political Science Internship

First Semester: Background to (Major Area) Employment - Units 2-4

1. Orientation and Placement
2. Writing Learning Objectives
3-4. Discussion of Individual Learning Objectives
5-6. Job Market Analysis - Santa Barbara County; California; the United States
7. Self Inventory
8. Job Success - Adaptability, Initiative, Judgment
9. Job Success - Cooperation, Appreciation, Gratitude
10. Job Success - Speech and Appearance
11-13. Preparing a Letter of Application, a Resume or Data Sheet, and Follow-up Correspondence
15. Preparing for an Interview
16. Progress Reports on Learning Objectives
17. Review of Employer Evaluations
18. Final Examination

Second Semester: Individualized Related Instruction - Units 2-4

This class includes orientation, and writing measurable objectives, as above. The students meet each week thereafter for a seminar type classroom discussion of the individual application of skills learned in prior work experience and major classes, discussing experiences and/or problems related to work and receiving counseling as necessary. Outside assignments, classroom participation, quizzes and final examination are required in addition to working toward individual learning objectives on-the-job.
Two Semester Offering - Specialized for Correctional Science
(Students placed in work situations previously located by instructor)

Course Content

Correctional Science 61A - Correctional Science Experience - Units 2-4

1. Orientation to Corrections Experience
2. Job Placement (available positions, employment regulations, etc.)
3. Review of the Juvenile and Adult Justice System (practical)
4. Continued
5. Writing Learning Objectives
6. Discussion of Individual Learning Objectives
7. Continued
8. Characteristics of a Helping Relationship
9. Development of Interviewing Skills
10. Development of Counseling Skills
11. Development of Specific Treatment Modalities used in Field of Corrections
12. Transactional Analysis
13. Reality Therapy
14. Behavior Modification
15. Job Market Analysis - Santa Barbara County
16. Job Market Analysis - United States
17. Practice Interviews
18. Final Examination

Correctional Science 61B

Individualized Related Instruction and Future Job Preparation.

This class includes orientation, job placement and writing measurable objectives, as above. The students meet each week thereafter for a seminar type classroom discussion of the individual application of skills learned in C.S. 61A, discussing experiences and/or problems and receiving counseling as necessary. Outside assignments, classroom participation, quizzes and final examination are required in addition to working toward individual learning objectives on-the-job.
Summer School Offerings

Santa Barbara City College often chooses to offer one or more Work Experience classes in specific majors during the summer session. Course content and 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 may 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.
GENERAL WORK EXPERIENCE
Two Semester Offering:

Course Content

First Semester: Background to Employment - Units 2-3

1. Orientation
2. Writing Learning Objectives
3-4. Discussion of Individual Learning Objectives
5-7. Job Market Analysis - Santa Barbara County; California; the United States
8. Personnel Practices
9. Lateral and Vertical Promotions
10. Affirmative Action
11. Self Inventory
12-14. Preparing a Letter of Application, a Resume or Data Sheet, and Follow-up Correspondance
15. Preparing for an Interview
16. Progress Reports on Learning Objectives
17. Review of Employer Evaluations
18. Final Examination

Second Semester: Work and Responsibility - Units 2-3

1. Orientation and Introduction to Second Semester
2. Writing Learning Objectives
3-4. Personal Responsibility - Job Responsibility
5. Motivation
6. Setting Priorities
7. Problem Solving
8. Interpersonal Relations
9. Job Success - Adaptability, Initiative, Judgment
10. Job Success - Cooperation, Appreciation, Gratitude
11. Job Success - Speech and Appearance
12. Productivity - Factors Influencing
13. Liking Yourself
14. Improvement Not Perfection
15. Making Your Own Decisions
16. Progress Reports on Learning Objectives
17. Review of Employer Evaluations
18. Final Examination