

## WORK EXPERIENCE/INTERNSHIP

The Work Experience/Internship Program at the Sequoias Community College District (“District”) offers students an opportunity to use their work experience to earn college credit. Any student who is employed (paid or volunteer) and can meet the criteria to qualify may participate. The employer must be willing to assist the student in setting measurable learning objectives, which will be accomplished during the grading period and evaluated as to degree of accomplishment.

The purpose of work experience/internship education at the District is to provide students with opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience/internship education is substantive in nature, relevant to a student’s educational or career pathway, and contributes to demonstrable learning outcomes that have value towards a degree or certificate.

Work experience/internship education involves student employment and/or internships selected, approved, and supervised by the District to provide meaningful work experiences related to the student’s course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work experience/internship education at the District may include paid or unpaid employment, full or part-time employment, and is structured as separate credit classes. It should be integrated as part of a student’s educational pathway allowing students to achieve both educational and occupational goals. It should also assist students in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

Work Experience Education courses, also referred to as “Internship” courses, are governed by the same sections of Title 5. (Title 5, Sections 55250, 55251, 55252). The only difference is with Work Experience, the students already have a job, with Internships, the District facilitates employment for the student (paid or unpaid) with local employers.

Each semester one to four units can be earned depending on the hours worked. Students interested in registering for Work Experience should plan on attending a registration meeting to be held on campus prior to each semester. Registration forms and course codes will be available from the Work Experience Coordinator during this meeting.

A. Types of Work Experience: The Work Experience Program is a District- initiated and District-controlled program of education consisting of the following types:

General Work Experience: Supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals. Students may earn 1–4 units per semester and may participate for a maximum of two semesters.

Occupational Work Experience: Supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. Students may earn 1–4 units per semester. Participation is limited to 4 semesters or a maximum of 16 units.

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

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

- B. College Credit: For the satisfactory completion of all types of Work Experience/Internship Education, students may earn up to a total of 24 semester credit hours subject to the following limitations:
1. General Work Experience: A maximum of four (4) semester credit hours may be earned in general work experience education per semester for a maximum of two semesters.
  2. Occupational Work Experience: A maximum of four (4) credit hours may be earned in occupational work experience education per semester up to a total of sixteen (16) semester credit hours.
- C. Student Qualifications: In order to participate in Work Experience/Internship Education, a student shall meet the following criteria:
1. Pursue a planned program of Work Experience which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
  2. Have on-the-job learning experiences that contribute to their occupational or education goals.
  3. Have the approval of the certificated faculty member.
  4. If self-employed, identify a person who is approved by academic faculty/instructor to serve as the designated employer representative and who will assist the student in identifying new or expanded learning objectives; assist in the evaluation of these objectives; and validate hours worked.
- D. District Services: The District shall provide sufficient services for initiating and maintaining employer or volunteer sites, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the District. The employer and the qualified instructor/coordinator

shall share responsibility for on- the-job supervision which shall include but not be limited to:

1. Instructor/coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
2. Written evaluation of students' progress in meeting planned on-the-job learning objectives.
3. Consultation with students in person to discuss students' educational growth on the job.

The District shall provide the above services at least once each semester for each student enrolled in the Work Experience Education.

- E. Records: The District shall maintain records which shall include at least the following:
1. The type and units of Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee who sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
  2. A record of the work permit issued, if applicable, signed by the designated issuing agent.
  3. The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours will be verified by monthly timecards.
  4. New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic faculty, the employer or designated representative, and the student.
  5. In addition, academic faculty must sign, and maintain records documenting:
    - a. Consultation(s) in person with the employer or representative.
    - b. Personal consultation(s) with the student.
    - c. Evaluation of the student's achievement of the learning objectives.
    - d. The final grade.
    - e. If an in-person consultation, i.e. site visit, is not completed documentation as to why the visit was not done will be noted by the instructor and placed in the student record. The record will also indicate the circumstance surrounding the decision. The following circumstances are consistent with criteria established by the Board of Governors of the California Community Colleges:
      - Emergency and security of instructor, supervisor, or student. Under certain rare circumstances, extraordinary conditions may occur which impair the ability for an in-person site visit, yet the work experience education is not compromised. An example could include students working in correctional settings.
      - Student and supervisor working in virtual offices. An actual fixed "work site" does not exist.
      - Distance. On rare occasions, a student may have the opportunity to work in an area that is located out of the District.

- Work hours of student or supervisor do not match the instructor availability. In certain industries, irregular hours may create an unnecessary burden on the employer or instructor /coordinator.
  - In case of the above, the instructor is responsible to ensure that no diminishment of the benefits of in-person consultation or site visit occurs.
- F. Coordination: Coordination of Work Experience is provided by a certificated faculty member. The coordinator is responsible for campus-wide coordinating efforts and assistance to Work Experience faculty. Coordination efforts include but are not limited to:
1. providing guidance services for students during enrollment in work experience education;
  2. providing participating instructors with a handbook that outlines instructor and student responsibilities;
  3. assessing student progress in work experience education through written, measurable learning objectives and outcomes, or ensuring this assessment is completed by assigned instructors;
  4. ensuring planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
  5. assigning grades or other evaluative symbols to mark student achievement in work experience education courses, and awarding units of credit, or providing assigned instructors support to do so when applicable;
  6. analyzing disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregation including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit and noncredit work experience);
  7. ensuring equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

Work Experience Credit: Units and hours for work experience credit are described in AP 4090, Unit Hour Configuration. The learning experience and the identified on the job learning objectives shall be sufficient to support the units awarded. The maximum contact hours counted for a student shall not exceed the maximum number of Work Experience units for which the student may be granted credit as described in this policy.

Reference: Title 5, Sections 55250 et seq.  
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