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| Policy Change | <input type="checkbox"/> | Subject Matter Area Review | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
| New Policy | <input checked="" type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Procedure | <input checked="" type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| | | Board 2 nd Reading | <input type="checkbox"/> |

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:

Referred to:

Edited:

9/20/17

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Yosemite Community College District Policies and Administrative Procedures

No. 4103

Policy

4103 Work Experience

The Board recognizes that practical knowledge based on actual work experience is an integral part of student preparation. The Board directs the Chancellor to ensure work experience courses meet applicable state requirements.

References:

Title 5 Sections [55250 et seq.](#)

Adopted:

Last Reviewed:

Administrative Procedure

4103 Work Experience

Note: This procedure is legally required if the District permits work experience. Local practice may be inserted, but must involve:

The District plan is developed and submitted to the California Community Colleges Chancellor's Office, which includes:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided

Note: In addition, procedures should address:

- The maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.
- The maintenance of records by a supervising faculty member that shows consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

References:

Title 5 Sections [55250 et seq.](#)

Procedure Last Revised:

Last Reviewed: