

**Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4103 Work Experience

References:

Title 5 Sections 55250 et seq.

Note: This procedure is legally required.

The District Work Experience Plan is developed and submitted to the Board of Trustees and shall include:

- The systematic design of a program whereby students gain realistic learning experiences through employment;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- A description of support services available to students, such as counseling and academic support;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' employment-based learning experiences are documented with written measurable learning objectives, the criteria students are required to meet and upon which they are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- A statement that the District has officially adopted the District Work Experience Plan, subject to approval by the Board of Trustees.

The colleges shall have processes which address:

- The maintenance of records that include the type and units of work experience in which a 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.
- That supervising faculty must maintain records that document consultation with the employer and the student, evaluation of the student's achievement, and the final grade earned.