

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

4103

Cooperative Work Experience

Reference: Title 5, Sections 55250 et seq.

Palo Verde College has developed and submitted to the Chancellor's Office a Cooperative Work Experience Plan 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; and
- Adequate clerical and instructional services are provided.

In addition, procedures 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. Supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

09/25/08 College Council Approval
10/28/08 Board First Read
11/18/08 Board Second Read and Approval