ADMINISTRATIVE PROCEDURE 4103 WORK EXPERIENCE

I. Purpose

The purpose of Occupational Work Experience (Cooperative Education/COPED) is to provide for on the job experiences for students whereby they will gain a deeper understanding of the relationships between classroom theory and practical application, be an active participant in an actual workplace environment, and improve their employment opportunities.

In keeping with the educational philosophy of the District/Colleges, which maintain that occupational education is a vital and inseparable segment of the total educational program of the Colleges, the Colleges of the Peralta Community College district are committed to the development and expansion, as appropriate, of the effective program of work experience education.

Work Experience courses (COPED) are submitted for review and approval to the local college curriculum committee and forwarded to the Council on Instruction, Planning and Development (CIPD) for final approval.

II. Provisions

A. Duplicate credit will not be granted for concurrent enrollment in General Work Experience (COPED 450) and Occupational Work Experience education (COPED451 and higher).

B. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education.

C. The student’s plan of work and study must have the approval of the college work experience supervisor/coordinator.

D. Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

E. Students may enroll in no more than four (4) units of cooperative Work Experience education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

III. Authority

California Community Colleges may offer work experience courses in accordance with title 5 of the California Code of Regulations.

References:
Title 5 Sections 55250 et seq.

Approved by the Chancellor: January 31, 2012