

# ADMINISTRATIVE REGULATION 4103

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

## COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience (CWE) is an instructional Work-Based Learning program offered as a foundational part of the District's commitment to offer students opportunities to earn academic credits for on-the-job learning experiences. CWE is an academic program that allows a student's experience at a work-based learning station to be used as a basis for assigning, up to 16 hours, academic credit with a grade.

The program is based on a comprehensive CWE plan, approved by the Board of Trustees, 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.
- Information on guidance and counseling services available to the student.
- A sufficient number of qualified academic personnel to deliver instruction of the program.
- Processes that ensure students' on-the-job learning experiences are documented with written measureable learning objectives
- Criteria which students and employers are required to meet as the basis for awarding grades and credit.
- Acknowledgment that adequate clerical and instructional services are provided.

The CWE Program Division office maintains records that include the type and units of work experience the student enrolled in, the name of the employer, the location of employment, the job held, the basis for determining student qualifications, a statement of student hours worked, an evaluation of performance, and that a work permit was issued, if required. Additionally the CWE Program Division Office will work with the responsible academic dean or designee to maintain records that show that faculty assigned to the CWE program provided consultation with the employer and the student, evaluation of the student's achievement, summation of hours worked, and units and final grade earned.

### *References:*

*Title 5 Sections 55250 et seq.*