PART I
Contact Information

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PART II
RESPONSES TO PLAN REQUIREMENTS

This and following sections set forth a Title V required element, background information as appropriate, and prompts the district's required and/or optional response.

(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor (§55251)

Date plan approved by local board. _______ (Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, and other deliberations).

NOTE: Throughout this document, TITLE V calls this program Cooperative Work Experience, whereas at the local level, and for this duration of this document, Ohlone College has assigned this program, the name of Work Experience Education (WEX).

The District plan for WEX was developed by the Ohlone Community College WEX Coordinator in collaboration with WEX Faculty and in consultation with the Dean of Learning Resources and Academic Technology, Lesley Anne Buehler, and the Director of the One Stop Center, Tina Dodson. The plan was reviewed and approved by the Ohlone College Curriculum Committee. Date: March 5\textsuperscript{th}, 2012.
(2) **Specific description of (§55251)**

(a) **District responsibilities (§55251)**

*Background: District Services & Title V criteria and requirements*

**District Services.** (§55255).

(1) The District shall provide sufficient services for initiating and maintaining on the job learning stations, coordinating the program and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on the job supervision, which shall include but not be limited to:

   a) Instructor/Coordinator consultation in person with employer or designated representatives to discuss students' educational growth on the job.

   b) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

   c) Consultation with students in person to discuss students' educational growth on the job.

(2) The District shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and Title V Cooperative Work Experience Education requirements remains with the college.
(3) In certain limited situations that will be defined in guidelines issued by the Chancellor, the District may substitute approved alternatives to "in-person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

The Work Experience coordinator will be expected to exercise reasonable judgment when determining the legitimacy and safety of the worksite for students who will be partaking in unpaid work experience. All employers will be expected to sign a Memorandum of Agreement with the District, indicating the employer's compliance with pertinent laws and regulations. This agreement will also cover the students' individualized Learning objectives which provide further reassurance of legitimate and safe worksite learning experience.
(b) District responsibilities

*Background: Title V criteria and requirements.*

**Records.** (§55256).

(1) The District shall maintain records which shall include at least the following:

a) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.

b) A record of the work permit issued, if applicable, signed by the designated issuing agent.

c) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

d) New or expanded on-the-job measurable learning objectives which serve a part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

e) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

f) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

g) Consultation with students in person to discuss student’s educational growth on the job.

(2) Records must be maintained which are signed and dated by academic personnel documenting:
a) Consultation(s) in person with the employer or designated representative.
b) Personal consultation(s) with the student.
c) Evaluation of the student’s achievement of the on-the-job learning objectives.
d) The final grade.

District will comply with these requirements.

NOTE: The Chancellor’s Office interprets the lack of a plural option under “Type of Cooperative Work Experience Education”, to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Students who partake in the Work Experience program through Ohlone Community College will be asked to complete a series of interactive forms maintained online through Ohlone’s Course Management System (CMS). Data collected from these forms will be stored inside the Microsoft Access database for later retrieval and data compilation. Forms stored in the CMS will be standardized to follow the Title V guidelines, and will include but not be limited to, data on employer, worksite location and type, work permit, timesheets, evaluations, list of student learning objectives, job descriptions, projects and more.

The Microsoft Access database will record listings of all site visits made by the Work Experience coordinator to the student(s) and associated progress forms. The CMS will record instructor-to student communication and engagement. Both the CMS and Microsoft Access database will maintain records of the student’s final grades. Records in digital format will be kept for 3 years, in accordance with state regulations.
(c) **Student responsibilities** (§55251)

*Background: Title V criteria and requirements*

**Student Qualifications.** (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

1) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

2) Have on-the-job learning experiences that contribute to their occupational or education goals.

3) Have the approval of the academic personnel.

4) Meet the following condition if self-employed:
   
   Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
   
   a) Assist the student in identifying new or expanded on-the-job learning objectives.
   
   b) Assist in the evaluation of the students’ identified on-the-job objectives.
   
   c) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any:

Students participating in the Work Experience program at Ohlone College will participate in an orientation session where expectations will be explained. This orientation session will be officered online or in-person, depending on student preference.

Students may be exempt from the Work Experience orientations if:

1) The student has completed work experience courses the previous semester with a grade of “A”.
2) The student has previously submitted a signed WEX application, and a satisfactory number of student learning objectives.

3) After submitting the application and learning objectives, the student has communicated with the Work Experience coordinator and received permission to not attend the orientation.

4) The student agrees to meet with the instructor during the semester, when the instructor visits the employer.

5) High School Students who are concurrently enrolled pathway* courses and programs at Ohlone College may partake in Work Experience courses.

* pathways such as Career Track Education (CTE) programs such as Biotechnology, Computer Technology and Video.
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(d) **Employer responsibilities** (§55251)

*Background: Title V criteria and requirements Records.* (§55256).

1) The District will maintain records which shall include at least the following:
   a) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee who sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
   b) A record of the work permit issued, if applicable, signed by the designated issuing agent.
   c) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
   d) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

2) Records maintained which are signed and dated by academic personnel documenting:
   a) Consultation(s) in person with the employer or designated representative.
   b) Personal consultation(s) with the student.
   c) Evaluation of the student's achievement of the on-the-job learning objectives.
   d) The final grade.
(e) Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

1) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student’s approved on-the-job learning objectives.

2) Job learning stations offer a reasonable probability of continuous work experience for the enrollment term.

3) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.

4) Employers agree to comply with all appropriate federal and state employment regulations.

[ ] District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

All employers are expected to sign a Memorandum of Agreement with the District in which the roles and responsibilities of both the Employer and District, in keeping with the Title V requirements are outlined.
(f) **Employer responsibilities** (§55251)

**Background: Title V criteria and requirements**

**Consultation(s) in person with the employer.** (§55255).

1) The District shall provide consultations at least once each quarter or semester for each student enrolled in Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and Title V Cooperative Work Experience Education requirements remains with the college.

2) In certain limited situations that will be defined in guidelines issued by the Chancellor, the District may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternative to "in person" consultations are attached.

- [X] District will use alternatives to "Consultation(s) in person," as described in Title (§55255) (c).
- [ ] District will not use alternatives "Consultation(s) in person," as described in Title (§55255) (c).
Comments on Consultations(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Under limited circumstances, the district has the option to implement an alternative to the Work Experience coordinator’s in-person visit to a student work site. These alternative options will be considered on a case-by-case basis. In such cases, district personnel will exercise reasonable judgment in determining the legitimacy of the workplace as part of the normal operating procedure of the WEX program.

Circumstances justifying an alternative to in-person visits may include the following:

1) The worksite is hosted by an established and verifiable entity.
2) The worksite has an established and positive relationship with the district.
3) The student and supervisor are repeating work experience.
4) Extraordinary workplace security concerns exist which prohibit the possibility of an in-person consultation.
5) Work hours of student or supervisor do not match the instructor’s and cannot be easily accommodated.
6) Student and supervisor are working in virtual offices and/ acceptable options to use in lieu of an in-person visit include, but are not limited to: phone; teleconference; e-mail; partner with instructors from other colleges; video/web conference; postal mail.
7) Workplace is too distant and travel would be prohibitive.
(g) Other cooperating agencies in the operation of the program, if any.

(§55251).

Comments on other cooperating agencies in the operation of the program, if any.
None.

(h) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252):

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

1) General Work Experience Education. Supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.

2) Occupational Work Experience Education. Supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

3) Minor Students in Work Experience. All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in Work Experience Education courses. (§55250.2).

4) Work Experience Programs for Students with Developmental Disabilities. (§55250.4)-

The governing board of any community college district which establishes and supervises a work experience education program in which students developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law of regulation, to pay the wages of students so employed. The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will
continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.

5) Work Experience Education Involving Apprenticeship Occupations. (§55250.5) Shall be consistent with the purposes of chapter 4 (commencing with the section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

(i) A description of **HOW the district will** (§55251)

1) **Provide guidance services** (§55251):

The Ohlone Community College District will provide appropriate and continuous guidance services for students throughout their enrollment in the work experience program. Each student will be assigned a certificated instructor/coordinator who will provide the student with an orientation to work experience, advice and feedback regarding Learning objectives, and guidance and feedback regarding the student's attempts at achieving the Learning objectives.

Furthermore, Ohlone’s Office of Student Services provides counseling services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. All new students are encouraged to meet with a counselor to develop an education plan during their first semester.
2) **Assign a sufficient number of qualified certificated personnel to direct the program.** (§55251):

The District will provide a work experience faculty member to serve as WEX Program Coordinator. The work experience Program Coordinator will be responsible for the following tasks:

1. Administer the work experience budget, in consultation with the appropriate Dean.
2. Schedule work experience sections, in consultation with the appropriate Dean.
3. Provide direction and oversight to adjunct and other faculty members instructing work experience students to ensure compliance with work experience regulations and standards.
4. Develop and maintain relationships with business, industry and agency employers to ensure the availability of work experience work sites.
5. Develop, update and otherwise modify work experience curriculum as necessary.
6. Develop, update and otherwise modify work experience program policies, procedures, and forms as necessary.
7. Maintain and update the work experience website.
8. Gather and analyze program evaluation data in coordination with the Office of Institutional Research.
9. Complete Program Review, as required.
10. Audit a random sample of work experience student files for quality assurance purposes.
11. Oversee the development, assessment and revision of Student Learning Outcomes.
12. Serve as initial point-of-contact for student and instructor appeals as they relate to work experience.
13. Engage in marketing and outreach activities.
14) Supervise the work experience program administrative assistant.
15) Fulfill other contractual obligations within current employment position.

(j) **Initiate and maintain learning stations.** (§55251).

*Background: Title V criteria and requirements (§55250)*

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the District. The plan adopted by the District shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experience through work. This plan shall be submitted to and approved by the Chancellor.

(k) **Work Experience Outside of District.** (§55250.6)
The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district.

(l) **Wages and Workers' Compensation.** (§55250.7)
The governing board of any community college district providing work experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to person receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

(m) **Job Learning Stations.** (§55257)
Job learning stations shall meet the following criteria:
1) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and
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are given a copy of each student's approved on-the-job learning objectives.

2) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.

3) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.

4) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

1) Students may enroll in Work Experience when employed in part-time jobs outside the District only when the legitimacy of the employer and employment can be verified, as described in sections 2(a) (District Responsibilities) and 2(f) (Employers Responsibilities) of this document.

2) The District will provide Workers’ Compensation and Liability insurances for any student engaged in an unpaid internship or volunteer work when enrolled in Work Experience and when the worksite serves as a WEX learning station.

3) Any employer participating in Work Experience will be expected to sign a Memorandum of Agreement with the District in which the employer agrees to comply with pertinent aspects of the District Plan for Work Experience, in particular the requirements outlined in Title V section §55257.

4) All employers will be required to sign the District's Work Experience Student Application. By signing, the employer agrees to do the following:
review and approve learning objectives; sign monthly time sheets; meet briefly with the course instructor; review and sign the student's self-evaluation; and complete an evaluation of the student at the end of the semester.

5) The Work Experience instructor/coordinators will consult with each student's employer at least once each semester for the purpose of evaluating the students’ progress toward achieving his or her Learning objectives.

(n) Coordinate the program and supervise students (§55251)

1) A database will be maintained of all students enrolled in work experience each semester, tracking the students' compliance with program requirements. Students not in compliance with work experience program requirements will be contacted and given an opportunity to achieve full compliance; those that fail to do so will be dropped from the Program or receive a failing grade.

2) Each student will have a separate file containing forms and documents as described section (b)(1)(a) (Records) of this document. All student documents will be reviewed by the student's instructor/coordinator, and will serve as the basis for decisions regarding continued enrollment and final grade.

3) All students will be required to attend a work experience orientation, unless exempt in accordance with section 2(c) of this document.

4) Students must submit completed assignments, signed by the student and employer, which include, but not limited to, a Work Experience Application, Job Description, Learning objectives, Time Sheets, and Self-Evaluation. Assignments must be submitted in accordance with an assignment schedule provided to students at the beginning of each semester. All assignments will be reviewed in a timely manner for accuracy and completeness by the student's instructor/coordinator.
5) Instructor/coordinators will maintain contact with students via email, phone, and/or postal mail, and will consult with students and employers at least once each semester for the purpose of evaluating students' progress toward achieving learning objectives.
Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable objectives (§55251)

1) Students will be expected to consult with employers to identify and draft written Learning objectives, which will be reviewed by Work Experience instructor/coordinators to ensure each Learning Objective is properly formatted and describes a college-level learning experience that justifies earning college credit.

2) Learning objectives will be drafted by the student, after consultation with the employer, according to instructions and in a format provided to the student by the instructor/coordinator, and which can be found on the WEX website and in the WEX Student Handbook. Learning objectives must be approved by both the employer and the instructor/coordinator before becoming the student's official description of his or her learning process and objective, and serving as the basis for awarding credit.

3) Written Learning objectives must provide a statement of the knowledge or skills the student intends to achieve. These should include specific, measurable/observable outcomes of this achievement, a specific and realistic learning process, and an intended achievement date.
(p) **Evaluate with employer, student's learning experiences (§55251):**
Employers will be required to complete an Employer Evaluation of the Student form at the conclusion of the semester (or when the student completes his or her learning objective(s)). The instructor/coordinator will review and discuss this document with the employer before the employer is expected to complete it.

(q) **Describe Basis for awarding grade and credit (§55251)**
*Background: Title V criteria and requirements*

**Work Experience Credit (§55255.5).**

1) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Educations units for which the student may be granted credit as described in §55253.

2) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

3) The following formula will be used to determine the number of units to be awarded:
   a) Each 75 hours of paid work equals one semester credit or 50 hours equals one-quarter credit.
   b) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one-quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.
None.
(r) **Provide adequate clerical & instructional services** (§55251)

The District will provide instructional services, student personnel services, and clerical assistance as deemed essential to the success of the program. Each student will be assigned an instructor/coordinator. The full-time load for an instructor/coordinator will be 125 students. Full-time Instructor/coordinators may take additional students in excess of a full-time load, and will be compensated for the additional students according to the District's compensation agreement with the instructor/coordinator's bargaining unit.

(s) **If District changes the plan, will submit changes for approval** (§55251)

*Check to indicate compliance*

[ ] Yes