

AP 4103 Work Experience

Reference:

Title 5 Sections 55250 et seq.

Providing Work Experience opportunities is considered by Taft College to be integral to meeting the needs of career-oriented young people and adult learners in gaining knowledge of all aspects of industry and acquiring realistic experiences through work. By participating in cooperation with public or private local businesses, or agencies, students can expand valuable practical knowledge and apply skills learned in the community college classroom to the workplace. The district's plan has been developed, reviewed by the governing Board and submitted to the State Chancellor's Office.

The work experience program plan is held on file in the office of the Coordinator of Work Experience as well as the Vice President of Instruction's office. It includes a description of the responsibilities of college faculty in administration of the program, outlines responsibilities of the student, employer/agencies, and work experience coordinator/faculty.

The college maintains documented processes that assure students' quality on-the-job learning experiences. This student documentation includes assigned work experience site information, title of job held, units of work experience in which the student is enrolled, and written measurable learning objectives detailed on an individualized training plan. These records are held in student case files and outline the basis for awarded grades and credits including course assignments as well as summaries of student and employer conferences, timesheets, and employer's evaluations of student achievement.

The work experience program plan is reviewed annually and modified if needed.

Apportionment generated is in accordance with Article 5 section 58051 and 58009.5.