

# Alternatives to “In-Person” Consultations

Cooperative Work Experience Education

JOSÉ MILLAN, VICE CHANCELLOR  
ECONOMIC DEVELOPMENT AND WORKFORCE PREPARATION

May 2009



*As Required by Title 5,  
California Code of Regulations,  
Section 55255(c), “District Services”*

# Alternatives to “In-Person” Consultations

## Cooperative Work Experience Education

As required by  
Title 5, California Code of Regulations, Section 55255(c)  
“District Services”

May 2009



José Millan, Vice Chancellor  
Economic Development and Workforce Preparation  
Chancellor’s Office, California Community Colleges  
1102 Q Street, 3<sup>rd</sup> Floor  
Sacramento, California 95811-6511  
[www.cccco.edu](http://www.cccco.edu)

## Table of Contents

i	Introduction
1	Background on Purpose of Consultations with Employers
3	Types of Limited Circumstances Under Which a District Might Permit an Alternative to an “In-Person” Visit
5	Types of Alternatives to an “In-Person” Visit Which a District Might Permit
7	Title 5 Regulations on Cooperative Work Experience Education
19	Title 5 Regulations on Minimum Qualifications for Cooperative Work Experience Education Instructors/Coordinators

---

## Introduction

This is the first edition of *Alternatives to “In-Person” Consultations*.

It is guidance as required by Title 5, California Code of Regulations, Section 55255(c), “District Services,” adopted by the Board of Governors of the California Community Colleges in May 2008.

This guidance is a result of consultation with, and relies primarily on the advice and judgment of, the Statewide Academic Senate for the California Community Colleges.

Other statewide and regional representative groups were provided opportunities for comment and input.

It is intended to be effective immediately and should be employed as appropriate in each community college district.

## Background on Purpose of Consultation with Employers

The requirement of “in-person” consultations originated in December 1969 when the California Community Colleges Board of Governors initially authorized Cooperative Work Experience Education through the adoption of Title 5 regulations. In that set of Title 5 regulations, section 54025 (subsequently repeatedly amended and renumbered in 1974, 1978, 1983, 1992 and 1998), required community college districts to perform, among other elements, “on-the-job observations of the student.”

In the ensuing years, in response to inquiries to the System Office, Legal Affairs has affirmed that the term “in-person” means “in the presence of.” Legal Affairs also noted that, because telephonic devices existed at the time of the original regulation adoption, the specific requirement could not be met through any alternatives, and the regulation drafters indeed intended “In-person” consultations.

Almost 40 years after the original deliberations regarding California Community Colleges Cooperative Work Experience Education, the workplace and circumstances of work have changed markedly. In response to suggestions by practitioners in the field, the issue of “In-person” consultations has been revisited by the California Community Colleges Board of Governors. The Board has passed regulations that will allow districts to authorize alternatives to the in-person visit under limited circumstances, to be defined in guidelines adopted by the California Community College System Office. The specific new regulation is provided elsewhere in this publication.

Many valuable outcomes do accrue from In-person consultations with employers.

Some benefits would include, but not be limited to:

- Develop relationships with employers
- Inform supervisors about programs
- Refine, affirm, evaluate learning objectives
- Explain the evaluation process
- Improve dialogue between instructors and supervisors
- Facilitate dialogue between students and supervisors to reinforce learning experience
- Support student success
- Educate faculty about latest trends in industry

- Support changes to improve programs
- Ensure site safety and legitimacy, within the reasonable expertise of instructors and/or coordinators\*
- Strengthen relationships with students
- Market/expand programs
- Create credibility for Work Experience

When a college district permits enrollment in an unpaid CWEE with an employer, whether for a general work-based learning experience or an internship practicum, the district personnel responsible for the arrangement are expected to exercise reasonable judgment in determining both the legitimacy of the worksite and that the worksite supervisor ensures the safety of the worksite (provides reasonable assurance.) The district’s prior experience with the employer, the employer’s history and reputation in the community and the type of work involved are criteria that district personnel can use in make such a determination. The employer, the district and the student share responsibility in determining whether the student’s experience and training are adequate for the volunteer placement. A memorandum of agreement between the district and the employer, in which the employer affirms compliance with pertinent laws and regulations, along with the student’s developmentally appropriate, specific and measurable learning objectives, recommended and approved by the employer and district faculty, are further assurance that the student’s learning experience will be safe and meaningful.

When a district substitutes approved alternatives to in person consultations in limited circumstances, the expectation remains that professional judgment will ensure that the benefits listed above are not materially diminished. A college’s stewardship in assisting student develop and thrive is not to be changed when utilizing alternative methods of oversight.

---

*\* Instructors and /or coordinators are not expected to be authorities concerning federal or state Occupational Safety & Health Administration or Department of Labor laws, regulations or practices, or other applicable compliance mandates; they merely must conform to all “required reporter” mandates and are expected to exercise reasonable prudence in assessing work situations.*

---

## Types of Limited Circumstances Under Which a District Might Permit an Alternative to an “In-Person” Visit

The fact that the workplace is undergoing a multi-faceted revolution has been noted by many. For example, the RAND Corporation, in their publication *“The 21st Century at Work: Forces Shaping the Future Workforce and Workplace in the United States,”* prepared for the U.S. Department of Labor in 2004, traced out the variety of influences and outcomes which can be expected through an ongoing upheaval in the nature of work.

Cooperative Work Experience Education can likewise be expected to be shaped by these forces and will need to rely in increasing measure on the professional judgment of instructors and/or program coordinators. To that end, regulatory change permitting more flexibility in the supervision of Cooperative Work Experience Education has occurred.

Several limited circumstances occur when districts might reasonably permit an alternative to an “In-person” visit.

The most common circumstances include the following:

- The worksite is hosted by a reliable entity with a strong track record. Cooperative Work Experience Education benefits from employers who actively support student work experience and establish long term relationships with colleges. When such robust work experience education opportunities are available, little benefit occurs from constant “In-person” consultation, and employers appreciate their trusted partnerships with colleges.
- The student and supervisor are repeating Work Experience – they know about the program and instructors know them. Again, when the circumstances of the work experience education are well understood by the instructor and/or coordinator, little benefit may accrue from additional in-person contact.

Other Limited Circumstances may occur when Districts Might Reasonably Permit an Alternative to an "In-person" Visit.

- Emergency and security of instructor, supervisor, or student. Under certain rare circumstances, extraordinary conditions may occur which impair the ready ability for an in-person consultation, yet the quality of the work experience education is not compromised.
- Work hours of student or supervisor do not match the instructor's. In certain industries, shift work or irregular hours may create an unnecessary burden on the employer or the instructor/coordinator to meet the requirements of an "in-person" consultation. When the college uses due diligence to ensure that no material diminishment of the benefits of "in-person" consultation occurs, the college may choose alternatives for consultation.
- Student and supervisor are working in virtual offices. In certain situations – such as providing technical or business services in a territory – no actual fixed "work-site" may exist, and an alternative arrangement might be appropriate.
- Distance. In an increasing global workplace, distance may be a major complicating factor. Although provisions for distance work experience education are contained in Title 5, California Code of Regulations, section 55255(b), the need for nimble arrangements may preclude the exercise of other options. Hiring distant adjunct faculty for ad hoc work experience education may not be feasible. However, districts are expected to make reasonable permanent arrangements for distant locales, which are regularly used for work experience education, such as associated overseas satellites or other locations in which an ongoing presence can be anticipated.

Program coordinators must be mindful when approving out-of-state or out-of-country work locales that all insurance and liability issues are addressed.

---

## Types of Alternatives to an “In-Person” Visit Which a District Might Permit

Just as records are required to be maintained regarding “consultations(s) in-person with the employer or designated representative,” [tit, 5, CCR, § 55256 (b)(1)] districts are required to document both the specific **authorized alternative** used in place of the in-person visit and the **limited circumstances** motivating its use.

Types of acceptable tools 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
- Videoconference
- Internet
- U.S. Postal Service

## Title 5 Regulations on Cooperative Work Experience Education

### § 55250. Approved Plan Required.

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 experiences through work. This plan shall be submitted to and approved by the Chancellor.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

#### HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
2. Amendment of section and Note filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
3. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
4. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
5. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
6. Editorial correction of History 5 (Register 95, No. 20).
7. Relocation of subchapter 3 heading from preceding section 55250 to precede section 55200, new article 4 heading and amendment of section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55250.2. Laws or Rules Applicable to 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.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Amendment of section heading, section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55250.3. "Work Experience Education."**

Work-experience education authorized by this article includes the employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  2. Editorial correction of History 1 (Register 95, No. 20).
  3. Amendment of section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 5).
-

---

**§ 55250.4. Funds for Work Experience Programs for Students with Developmental Disabilities.**

The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or 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.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

**HISTORY**

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Amendment of section heading, section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55250.5. Work-Experience Education Involving Apprenticable Occupations.**

Work-experience education involving apprenticeship occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

**HISTORY**

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  2. Editorial correction of History 1 (Register 95, No. 20).
-

**§ 55250.6. Work Experience Outside of District.**

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.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Amendment of section heading, section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55250.7. Wages and Workers' Compensation.**

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 persons 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.

**Note:** Authority Cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  2. Editorial correction of History 1 (Register 95, No. 20).
  3. Amendment of section heading, section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).
-

---

**§ 55251. Requirements of Plan.**

(a) The district plan shall contain the following provisions:

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

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.

(D) With the assistance of employers, evaluate students on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the Chancellor.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

#### HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).

2. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).

3. Amendment of subsection (a)(4)(C) filed 9-29-78; designated effective 7-1-80.

4. Amendment of subsection (a) filed 1-16-81; effective thirtieth day thereafter (Register 81, No. 3).

5. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).

6. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

7. Editorial correction of History 6 (Register 95, No. 20).

---

**§ 55252. Types of Cooperative Work Experience Education.**

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

(a) General Work Experience Education is 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.

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

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
2. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
3. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
4. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
5. Editorial correction of History 4 (Register 95, No. 20).
6. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55253. College Credit and Repetition.**

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned in occupational work experience education during one enrollment period up to a total of 16 semester or 24 quarter credit hours.

---

---

(b) If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

#### HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
2. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
3. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
4. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
5. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
6. Editorial correction of History 5 (Register 95, No. 20).
7. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).
8. Amendment of section heading and section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2008, No. 21).

#### **§ 55254. Student Qualifications.**

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

- (a) 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.
-

- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) 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:
  - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
  - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (3) Validate hours worked.

**Note:** Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

#### HISTORY

1. Amendment filed 5-7-71; effective thirtieth day thereafter (Register 71, No. 19).
2. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
3. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
4. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
5. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
6. Editorial correction of History 5 (Register 95, No. 20).
7. Amendment of subsections (b)(1)-(2), repealer of subsections (b)(3)(A)-(B), and amendment of Note filed 1-12-98; operative 2-11-98. Submitted to OAL for printing only (Register 98, No. 3).
8. Amendment filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2008, No. 21).

#### **§ 55255. District Services.**

- (a) 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:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
  - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
  - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) 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 5 Cooperative Work Experience Education requirements remains with the college.
- (c) 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.

**Note:** Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

#### HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
  2. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
  3. Amendment filed 4-30-83; effective thirtieth day thereafter (Register 83, No. 18).
  4. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  5. Editorial correction of History 4 (Register 95, No. 20).
  6. Amendment of subsection (b) and Note filed 1-12-98; operative 2-11-98.
-

Submitted to OAL for printing only (Register 98, No. 3).

7. Amendment of subsection (b) and new subsection (c) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2008, No. 21).

**§ 55256. Records.**

- (a) The district shall maintain records which shall include at least the following:
- (1) 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 for determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) 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.
  - (4) 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.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
  2. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
  3. New subsection (a)(4) filed 9-29-78; designated effective 7-1-80 (Register 78, No. 39).
  4. Amendment of subsection (a) filed 1-16-81; effective thirtieth day thereafter (Register 81, No. 3).
-

- 
5. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
  6. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  7. Editorial correction of History 6 (Register 95, No. 20).
  8. Amendment of section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).

**§ 55256.5. Work Experience Credit.**

- (a) 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 Education units for which the student may be granted credit as described in section 55253.
- (b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.
- (c) The following formula will be used to determine the number of units to be awarded:
  - (1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
  - (2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
  2. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
  3. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  4. Editorial correction of History 3 (Register 95, No. 20).
-

**§ 55257. Job Learning Stations.**

Job learning stations shall meet the following criteria:

- (a) 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.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

**Note:** Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

HISTORY

- 1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
  - 2. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
  - 3. New NOTE filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
  - 4. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
  - 5. Editorial correction of History 4 (Register 95, No. 20).
  - 6. Amendment of subsection (d) filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code Section 70901.5 (Register 2007, No. 35).
-

## Title 5 Regulations on Minimum Qualifications for Cooperative Work Experience Education Instructors/Coordinators

### **§ 53416. Minimum Qualifications for Work Experience Instructors or Coordinators.**

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

**Note:** Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.