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**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

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**AP 4103 Work Experience**

**References:**

Title 5 Sections 55250 et seq.

**Note: ~~This procedure is legally required.~~**

The District Work Experience Plan is developed and submitted to the Board of Trustees and shall include:

- The systematic design of a program whereby students gain realistic learning experiences through employment;
- A specific description of the respective responsibilities of the college, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education;
- The types of work experience education offered by the District;
- A description of support and guidance services available to students, such as counseling and academic support;
- A sufficient number of qualified academic personnel to direct the program and provide other required District services;
- Planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
- Processes that assure students' employment-based learning experiences and progress are documented with written measurable learning objectives, the criteria students are required to meet and upon which they are evaluated, and the basis for awarding grades and credit is described;
- Assigned grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- Adequate clerical and instructional services are provided to facilitate the program;
- Equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students;
- Analysis of disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations

including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);

- A statement that the District has officially adopted the District Work Experience Plan, subject to approval by the Board of Trustees.

The eColleges shall have processes which address:

- The maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, learning agreements establishing the number of hours that will be worked, basis for determining student qualifications, statement verifying of student hours worked, evaluation of performance, and that a work permit was issued.
- That supervising faculty must maintain records for each work experience education student that document consultation with the employer and the student, evaluation of the student's achievement, the work permit for minor students, and the final grade earned.