

Rancho Santiago Community College District ADMINISTRATIVE REGULATION

Chapter 4 Academic Affairs

AR 4103 Work Experience Education

Reference(s):

Title 5 Sections 55250 et seq.

Work Experience Education (WEE) is an instructional Work-Based Learning program offered as a foundational part of the District's commitment to offer students multiple experiential learning opportunities to earn academic credits or meet positive attendance requirements for on-the-job experiential learning experiences. WEE allows a student's experience during a work-based learning activity to be used as a basis for assigning, up to 14 credits or 672 hours of attendance, per enrollment period. WEE courses may assign a grade in accordance with the Course Outline of Record.

The purpose of WEE is to provide students with an integrated educational program that provides opportunities to connect academic curricula to applied experiential learning in the workplace or community. WEE should be substantive in nature, linked in a way relevant to a student's educational pathway, and contribute to demonstrable learning outcomes that have value towards a degree, certificate, or career goals.

The Work Experience Education Program:

1. Will offer both credit and noncredit work experience education courses and is subject to the District's repeatability policy AR 4227 Repeatable Courses.
2. Will assign sufficient instructional or other personnel to direct the program and provide other required District services.
3. Will ensure adequate clerical and instructional services are available to facilitate the program.
4. Will ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
5. Will analyze 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).

The Employer:

1. Will provide adequate supervision to assure a planned program of WEE which, when coordinated with related course work, will provide maximum educational benefit.
2. Will provide continuous work experience during the enrollment term of the student and will validate all student hours worked.
3. Will provide adequate facilities, equipment, and materials at the site to achieve the learning objectives.

4. Agrees that all work experience employment shall be free from discrimination and harassment based on race, sex, disability and other forms of bias, and that the EMPLOYER will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code section 422, subdivision (a), equal rights and opportunities.
5. WEE shall be conducted in compliance with the requirements of Title 5 article 55250-55254. All state and federal laws applicable to the employment of minors apply to WEE courses.

The District:

1. Will provide guidance services for students during enrollment in WEE.
2. Will provide required documentation and deadlines to the Student and Employer, ensure all required documentation is completed, submitted, and retained in accordance with District procedures including: learning agreements establishing hours that will be worked, statements verifying hours worked, records of consultation with the employer, records of faculty consultation, evaluation of student achievement of learning objectives by instructor, the work permit for minor students, and records of the final grade.
3. Will work with the Employer to assess student progress in WEE through written, measurable learning objectives and outcomes.
4. Will ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term.
5. Will assign the student grades by the required deadlines in order for the college to grant the credit earned for the successful completion of all course requirements as identified in the course outline of record.

Adopted: September 17, 2018
Revised: October 5, 2026