

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4103 Work-Based Learning**

### **Reference(s):**

Title 5 Sections 55250 et seq.

Work-based learning, also known as experiential education, internship, field experience, and cooperative work-experience education is designed to allow students to gain workplace experience and develop skills under the instruction of a faculty member and the oversight of an on-site supervisor.

Work-based learning offers business, industry, and organizations the talents and energy of students who contribute to workforce development and strengthen the link between the educational and business communities.

A district plan is developed and submitted to the State Chancellor's Office(\*), which includes:

- The systematic design of a program whereby students gain realistic learning experiences through work.
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies involved in the operations of the program.
- The maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held/internship held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued, if applicable.

A description of how the district will:

- Provide guidance services for students during enrollment in work-based learning courses.
- Assign a sufficient number of qualified academic personnel to direct the Program.
- Implement and follow processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described.
- Assure that supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.
- Provide adequate clerical and instructional services.

The plan is developed, reviewed and revised on a regular basis and is submitted to the Board of Trustees (BOT) for approval prior to being submitted to the Chancellor's Office(\*). The district plan includes this administrative procedure, as well as information on the maintenance of records, type and units of experiential education, and evaluation of student performance.

(\* ) Note: The Board of Governors is discussing a move to local BOT approval of the District Plan. This change may allow for individual college plans to be submitted to the BOT.

**Adopted: September 17, 2018**