

Santa Monica College

*Instruction*  
*Internship*  
**Internship**  
=  
**Handbook**  
*Success*



phone 310•434•4337 PE 102

## Program Activities Overview

In Brief	Activities/Forms To Receive Attention:	Time Frame
<b>Referrals</b>	Refer students to the Internship Program at the Career Services Center for internship opportunities	Before or during the semester
<b>Add Card</b>	Provide Admissions Card to potential interns to enroll in internship class	Early in semester, or before semester begins
<b>Orientation</b>	Refer students to the Internship Orientation Meeting Students will receive Proof of Enrollment Letter for employers at this meeting	First two weeks of semester, or on an individual basis as needed
<b>Learning Objectives</b>	Review Rough Draft of students' Learning Objectives & assist students with Internship Learning Agreement Form 3	The first two weeks of the semester with most students
<b>Time Sheet 1</b>	Collect Time Sheet 1 from students	6th week of school
<b>Site Visit</b>	Conduct site visit (for instructors who conduct their own site visits)	Mid semester
<b>Term Report</b>	If required, collect Term Reports from students	Three weeks before final exam schedule begins
<b>Evaluation</b>	Send out and collect Evaluation Forms to/from Immediate Internship Supervisor <ul style="list-style-type: none"> <li>● Internship Learning Agreement Form 3</li> <li>● Intern Evaluation Form 4</li> </ul>	Two weeks before final exam schedule begins
<b>Time Sheet 2</b>	Collect Time Sheet 2 from students	Before final exam schedule begins
<b>End of Semester Forms</b>	Turn in end of semester forms to the Internship Program at the Career Services Center, P.E. 102: <ul style="list-style-type: none"> <li>● Internship Learning Agreement (original) of Form 3</li> <li>● Time Sheets 1 &amp; 2</li> <li>● Payroll &amp; Mileage Forms (Cooperative Work Experience Instructors)</li> </ul>	Before 18th week of school



# Instructor Internship Handbook

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The *Instructor Internship Handbook* was prepared by Judy White, M.S., Internship Program Coordinator, with the assistance of Ana Greenberg, M.A., CalWORKs Employment Specialist, and Victoria Rothman, M.S., Faculty Leader, Career Services Center, spring, 2001.

# Instructor Internship Handbook<sup>1</sup>

## Internship and Cooperative Work Experience Defined

Internships and Cooperative Work Experience provide a method of instruction that uses the entire community as a laboratory, allowing students to apply the theoretical information they learn in the classroom to practical problems in a work environment. Many benefits are derived from these experiences. Students have the opportunity to:

- Practice skills and gain additional knowledge
- Explore career choices
- Compare personal goals and expectations to career requirements
- Prepare for career advancement
- Bridge the gap between formal education and the working world

## Why are internships so important?

Students who participate in internships tend to be more successful in school. They learn about future career possibilities, fall in love with careers, cast off others, and make career decisions that will affect their futures. School becomes more meaningful as students get excited about real careers. Students are more likely to persist in the face of obstacles if they have a goal in mind.



## Types of internship programs...

Under the auspices of Title V regulations of the California Administrative Codes<sup>2</sup>, the Internship Program is offering three types of work-based learning programs.

1. **Internship:** This is supervised employment extending classroom based occupational learning at an on-the-job learning station *relating to the students' educational or career goal*. Students may earn up to a total of 16 semester credit hours, usually with a maximum of 4 units per semester.

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<sup>1</sup> All information presented in this handbook applies to Cooperative Work Experience students, unless otherwise stated.

<sup>2</sup> Title V regulations are included in the Appendices.

## Types of internship programs... (Con't)

1. **General Internship:** Refers to supervised employment of students with the intent of assisting them to acquire desirable work habits/attitudes, to become familiar with various career opportunities and requirements, and to compare them with personal interests and expectations. *The work experience need not be related to the students' educational goals.* General Internship students may earn up to a total of 6 semester credit hours, with a maximum of 3 units per semester.
2. **Cooperative Work Experience:** The guidelines and purposes of Cooperative Work Experience are essentially the same as those listed under Internship. Students may earn up to a total of 16 semester credit hours, usually with a maximum of 4 units per semester. *The work experience must be related to the students' educational or career goals.*

## TWO WORK-BASED LEARNING PLANS

Two additional types of plans are available to students participating in the Internship or Cooperative Work Experience.

1. **The Parallel Plan:** This plan allows student to attend college classes and earn college credit for concurrent learning on the job. Most Internship and Cooperative Work Experience students are enrolled in this plan. Students are required to be enrolled in 7 units, including the work-based learning experience class.
2. **The Alternate Plan:** In this plan students alternately attend college and work. Students are entitled to take one class in addition to the work-based learning experience and may not be enrolled in the alternate plan two semesters in a row.

## Additional Information About internships and Cooperative Work Experience:

For students enrolled in an internship class, there is no 'class' as such; class time is spent at the internship site. Students are required to work a minimum number of hours to receive college unit credit. See Work Hour Requirements for details, page 6.

Santa Monica College student services staff and college internship instructors coordinate the Internship Program. For questions about the program, contact Internship Program staff in the Career Services Center, PE 102, 310-434-4337.

## Instructor Checklist of Program Activities<sup>3</sup>

		TIMELINE
<input type="checkbox"/> <b>REFER STUDENTS TO INTERNSHIP PROGRAM AND/OR PROVIDE ASSISTANCE IN FINDING INTERNSHIP.</b> Students may come to internship faculty before securing an internship. Refer students to the Internship Program for help in finding an internship and offer any advise of your own.		On-going
<input type="checkbox"/> <b>PROVIDE FACULTY APPROVAL FOR ENROLLING IN INTERNSHIP CLASS.</b> Assess appropriateness of the internship and provide admissions card to qualified students.		Usually early in the semester <sup>4</sup>
<input type="checkbox"/> <b>REFER STUDENTS TO INTERNSHIP ORIENTATION MEETING.</b> Interns will be required to attend an initial meeting to orient students to the internship experience. Please inform students of orientation meeting times or refer them to the Internship Program to obtain the information, P.E. 102, 310-434-4337.		Beginning of semester when student gets add card
<input type="checkbox"/> <b>MEET WITH INTERNSHIP STUDENTS:</b> <ul style="list-style-type: none"> <li>●<b>SOLIDIFY LEARNING OBJECTIVES.</b> Students will contact you to meet and review drafts of their three learning objectives. They will write a first draft of the objectives with the help of the Internship Program staff and the Employer Representative. Please help students finalize their objectives and fill out the <b>Learning Agreement (Form 3)</b>.</li> <li>●<b>ASK STUDENTS TO GET SIGNATURES AND TO DISTRIBUTE THE LEARNING AGREEMENT FORM 3.</b> <ol style="list-style-type: none"> <li>a. Students obtain signatures on Form 3: your signature, the Employer Representative, their own.</li> <li>b. Students give the <i>original</i> to you, a copy to the Internship Program Office, their Immediate Supervisor, and themselves.</li> </ol> </li> <li>●<b>PROJECT OR PAPER.</b> Decide if you want your students to complete a 1-2 page paper due before finals. Possible topics of paper: discuss the completion of the learning objectives, summarize thoughts about the internship experience, make observations about the experience, etc.</li> </ul>		First two weeks of the semester are best, or as needed  First two weeks of the semester are best, or as needed  At your meeting with students

<sup>3</sup> Also applies to Cooperative Work Experience students.

<sup>4</sup> Students may enroll in an internship class at any time during the semester as long as they are able to complete required work hours by the end of the semester. See work hours required, page 6 of the Instructor Internship Handbook.

## Instructor Checklist of Program Activities (Con't)

TIMELINE	
<input type="checkbox"/> <b>BE AVAILABLE TO CONSULT WITH STUDENTS.</b> Students may come to you with questions or concerns about their internship experiences.	During the semester
<input type="checkbox"/> <b>CONDUCT SITE VISIT*.</b> Visit the Immediate Internship Supervisor at the worksite to discuss students' achievement of learning objectives and to assess the adequacy of the worksite. <i>*(Internship instructors who do not conduct their own site visits will receive a report regarding the site visit from the Internship Program staff).</i>	Mid-semester
<input type="checkbox"/> <b>COLLECT TIMESHEETS FROM INTERNS.</b> Students are required to track their own work hours using Timesheets 1 & 2 provided in the Student Internship Handbook. Students will send you the <i>original</i> of their completed timesheets, send a copy to the Internship Program Office, and keep a copy for their own records. Please refer to page 6 in this handbook to verify hourly requirements for the internship.	<b>Timesheet 1</b> sent to you by <b>6<sup>th</sup> week of class</b>  <b>Timesheet 2</b> sent to you <b>before final exam schedule begins</b>
<input type="checkbox"/> <b>OBTAIN COMPLETED EVALUATION FORMS.</b> Send the following forms to the Immediate Internship Supervisor: <ul style="list-style-type: none"> <li>● Learning Agreement (Form 3)—a copy</li> <li>● Intern Evaluation (Form 4)</li> </ul> Please follow-up to assure that the Immediate Supervisor returns the completed form to you.	Toward end of semester (about 15 <sup>th</sup> of school)
<input type="checkbox"/> <b>EVALUATE AND GRADE THE STUDENT.</b> The final credit/no credit grade will be based on: <ul style="list-style-type: none"> <li>● Adequate completion of learning objectives (Form 3)</li> <li>● Results of the optional Intern Evaluation (Form 4)</li> <li>● The final project/paper, if required</li> <li>● Completion work hours as documented in the timesheets</li> </ul>	Before final exam schedule begins
<input type="checkbox"/> <b>TURN IN MATERIALS TO THE INTERNSHIP PROGRAM OFFICE, CAREER SERVICES CENTER, PE 102.</b> <ul style="list-style-type: none"> <li>● Original copy of the Learning Agreement (Form 3) <i>(Signed, evaluated by the employer, semester grades &amp; units indicated)</i></li> <li>● Timesheets 1 &amp; 2 verifying total hours worked</li> <li>● Cooperative Work Experience Instructors: Payroll and Mileage Report forms</li> </ul>	End of semester

## Work Hour Requirements Internships & Cooperative Work Experience College Credit

<b>UNITS TAKEN</b>		<b>IF YOU ARE GETTING PAID</b>	<b>IF YOU ARE <u>NOT</u> GETTING PAID</b>	<b><u>APPROXIMATE</u> HOURS PER WEEK OF WORK EXPERIENCE FOR SPRING OR FALL (ABOUT 15 WEEKS)</b>
1 Unit	=	75 Total Hours		About 5 hours per week PAID
			60 Total Hours	About 4 hours per week UNPAID
2 Units	=	150 Total Hours		About 10 hours per week PAID
			120 Total Hours	About 8 hours per week UNPAID
3 Units	=	225 Total Hours		About 15 hours per week PAID
			180 Total Hours	About 12 hours per week UNPAID
4 Units	=	300 Total Hours		About 20 hours per week PAID
			240 Total Hours	About 16 hours per week UNPAID

# Term Report

First time interns are asked to submit a 1 to 2 page narrative report about their internship experience. You may want to ask your interns to submit a longer or different type of report instead of the one we outline below.

In the Internship Orientation Meeting, the interns will be given the assignment to write a Term Report that includes any or all of the following:

- A discussion of their learning objectives and the completion of the objectives
- A journal about their internship experience
- Comments and reflections about their internship experience



Students are informed that Term Report should be typed and double-spaced. They are also told that the report is due two weeks before final exam schedule begins. Summer and winter due dates are 1½ weeks prior to the end of the session. The due dates will be announced at the Internship Orientation Meeting.

## Assigning of Units and Grades

End of semester (18<sup>th</sup> week during Fall and Spring)

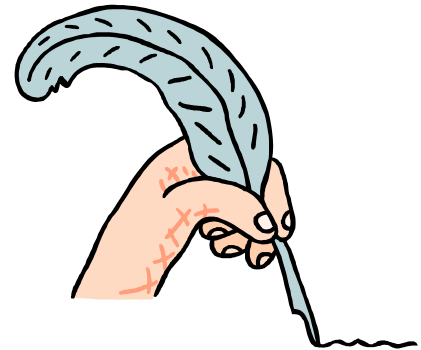
Please consult the following guidelines in assigning units and credit/no credit grades:

Be sure to verify the students' work hours using Time Sheets 1 & 2 before assigning units and grades. The units are based on the following scale:

Units:	Paid Positions	Unpaid (Volunteer) Positions
	(Minimum work hours)	(Minimum work hours)
1 unit	= 75 hours	60 hours
2 units	= 150 hours	120 hours
3 units	= 225 hours	180 hours
4 units	= 300 hours	240 hours

Please use the following criteria to substantiate the final **credit/no credit** grade:

- Adequate completion of learning objectives (Learning Agreement Form 3)
- Adequate completion of Term Report (1 – 2 pages)
- Employer evaluation of work performance (Intern Evaluation Form 4 – Optional)
- Meeting deadlines and responsibilities:
  - a. Turning in Timesheet 1 & 2 in a reasonable time frame
  - b. Turning in Learning Agreement Form 3 and Term Report in a reasonable time frame
  - c. Turning in all required papers and forms with appropriate signatures.
- Any additional program requirements that you may have assigned to your interns



# Student Module

## Learning Objectives Module

This section of the handbook is included in your materials so that you will know how the Internship Program views learning objectives and exactly what we are asking of students. Students receive a copy of the Learning Objectives Module in their *Student Internship Handbook*.

The learning objective samples included in the handbook are for demonstration purposes to help students learn how to construct learning objectives. Your interns will be bringing you rough drafts of three learning objectives that they worked out with their Employer Representatives and Internship Program staff. Please help students solidify these objectives into final form. Students will copy the completed objectives onto the *Internship Learning Agreement Form 3*, and will require the signatures of yourself and the Employer Representative.



## Learning Objectives Module

### What are learning objectives and why are we asking you to do them?

Learning objectives are statements of what you expect to learn during your internship. By creating learning objectives, you focus your energy on the things that you, the employer and college instructor agree are meaningful and realistic to learn during the semester. The goal is to help you get the most out of your internship!

### Learning objectives might involve the following kinds of new learning:

- **Creativity:** Developing a new way to do something. Examples are: setting up a new filing system, designing a flyer, thinking of a new game to play with kids, etc.
- **Acquiring Knowledge:** Learn something new to you. Examples are: Learning how to tie knots in a fire department, learning safety procedures, learning about samples in an interior design firm, learning an accounting software program, learning how to teach a subject area, etc.
- **Observing a work environment:** Watch what goes on in the work setting. Examples are: observe how feature films are being made, see what goes on in a hospital setting, watch how an advertising firm operates, etc.

Think of some things that you would like to learn in your internship this semester. Remember, the objectives may involve things you will be creating, learning, or observing in your work environment.

### Well-designed learning objectives:

Because learning objectives are so important, we want to demonstrate how to construct objectives that will be very useful to you. A well-designed learning objective will include the following

- It will state specifically what you will be learning.
- It will include a way to measure what you have learned.

Learning Objectives: A Two-Part Process

**Setting up your learning objectives is a two-part process**

You will be asked to write a total of three learning objectives for your internship. Each learning objective will consist of two parts. The first section will include a general statement of what you would like to learn. The second portion will be a more detailed description of your learning objective and how you plan to accomplish it.

**Part One:**

**A general statement that will answer the question, “What will be learned?”**

In the first part of the objective, you will write a general statement of one thing you want to learn on your internship. Some examples of general statements are:

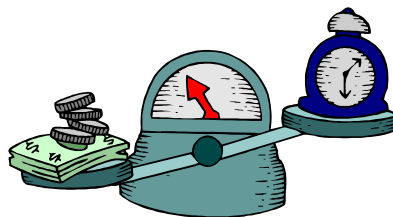
- I will learn to help customers at the drop-in desk.
- I will become familiar with terminology for insurance forms.
- I will learn back office procedures for a medical office.
- I will create a website design for the company.
- I will observe how a film production company works.

**Part Two:**

**A specific statement that will answer the question, “How will it be learned?”**

In this part, you carefully examine the general statement of what will be learned and write a specific answer to how it will be learned.

- Include very specific things you want to learn.
- Include a way to *measure* your success. This might be how many things you will accomplish, or how long it will take, how many customers you will help, your rate of errors, etc.



**Part Two (Con't):**

**A specific statement that will answer the question, “How will it be learned?”**

Below are samples of a general statement of what will be learned, then a second part that answers, “How will it be learned?”

**Example #1:**

What will be learned?  
 (General Statement)

I will learn how to handle telephone calls.

How will it be learned?  
 (Specific statement)

I will observe an experienced person make telephone calls. I will make 3 calls with my supervisor listening and 10 or more calls on my own.

Measures of success

**Example #2:**

What will be learned?  
 (General Statement)

I will learn how to gather information and prepare a flyer using the information from my department.

How will it be learned?  
 (Specific statement)

I will look at information about the services of my department and prepare a flyer describing the services. I will distribute the flyer to more than 20 people who use the center. I will ask 5 customers if they find the flyer helpful. I will ask my supervisor and two office staff to review and rate the flyer.

Measures of success

**Example #3:**

What will be learned?  
 (General Statement)

I will observe how movies are being made.

How will it be learned?  
 (Specific statement)

I will observe experienced filmmakers making a movie. I will write a list of at least 50 things that I see being done. I will show the list to my supervisor for approval.

Measures of success

Learning Objectives Workbook

Your answer to “What will be learned?”.

This is the start of the workbook section of the Learning Objectives Module. In the workbook, you will be creating your learning objectives one step at a time.

In this first part, you will be making a list of what you want to learn. This is the first part of each learning objective and is a general statement of what you want to learn. It answers the question, “What will be learned?”

Please make a short list below of what you want to learn on your internship. Include a minimum of three items.

*(Example: “I will learn to how to use a cash register.”)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

# Student Module

## Learning Objectives Workbook Practice #1

Your answer to “How will it be learned?”.

The most challenging part of creating your learning objectives will be figuring out ways to measure if you are achieving your learning goals.

To help you prepare to write your own learning objectives, practice completing the sample objective below. Provide the answer to “How will it be learned?”

What will be learned?                      I will learn to teach arts and crafts to preschool children

How will it be learned?  
(Please complete these sentences)

I will \_\_\_\_\_  
\_\_\_\_\_

I will \_\_\_\_\_  
\_\_\_\_\_

I will \_\_\_\_\_  
\_\_\_\_\_

I will \_\_\_\_\_  
\_\_\_\_\_

Learning Objectives Workbook  
Practice #2

**Student Module**

Your answer to "How will it be learned?".

Below is another sample learning objective. Write in the answer to "How will it be learned?"

What will be learned?

I will learn to use a cash register

How will it be learned?  
(Please complete these  
sentences)

I will \_\_\_\_\_

\_\_\_\_\_

I will \_\_\_\_\_

\_\_\_\_\_

I will \_\_\_\_\_

\_\_\_\_\_

I will \_\_\_\_\_

\_\_\_\_\_

# **Student Module**

Learning Objectives Workbook

Your answer to “How will it be learned?”.

Now it is time to complete the second half of your learning objectives, the part dealing with “How will it be learned?”

First, list one of the objectives from page     in the space below after the question, “What will be learned?” Then, finish the second part by answering the question, “How will it be learned?”

## **Objective #1**

What will be learned? (A general statement):

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How will it be learned? (Be specific and include 1 – 2 measures of success):

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## **Objective #2**

What will be learned? (A general statement):

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How will it be learned? (Be specific and include 1 – 2 measures of success):

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## Learning Objectives Workbook

Your answer to "How will it be learned?".

**Student Module**

### Objective #3

What will be learned? (A general statement):

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How will it be learned? (Be specific and include 1 – 2 measures of success):

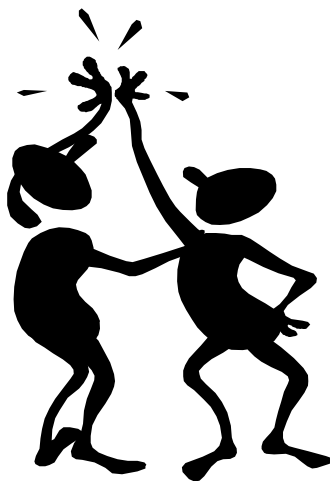
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## Congratulations!

You have now completed a rough draft of your learning objectives. Now it is time to finalize your learning objectives using Form 3, obtain signatures from your employer and college instructor, and turn the form in. Follow the procedures listed in your *Student Checklist of Program Requirements*, on pages 7 – 8 of your handbook.



# List of Internship Classes

The following is a list of Internship and Cooperative Work Experience classes:

## General Internship

- HUM DEV 90A, GENERAL INTERNSHIP 1 UNIT  
 • Prerequisite: None  
 Students must arrange an approved internship prior to enrolling in this class.
- HUM DEV 90B, GENERAL INTERNSHIP 2 UNITS  
 • Prerequisite: None  
 Students must arrange an approved internship prior to enrolling in this class.
- HUM DEV 90C, GENERAL INTERNSHIP 3 UNITS  
 • Prerequisite: None  
 Students must arrange an approved internship prior to enrolling in this class.

## Internship

**Students must arrange an approved internship prior to enrolling in an Internship class.**

- BRDCST 10, BROADCASTING INTERNSHIPS (2,2,2) 2 UNITS**  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

This course acquaints the student with the career fields of radio, television and other media related industries and services. Students spend a minimum of six hours per week interning with a pre-arranged broadcast media or support facility.  
 1257 Arrange-6 Hours Room Riggs L E  
 Above section 1257 requires initial meetings at 6:00p.m. Aug 29 and Sept 5 in LS 170.

- BUS 90, BUSINESS INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

The Internship Program is designed to provide the student with "real-life" experience in a business environment. Students will work with a local company to apply academic business principles.  
 1305 Arrange-6 Hours BUS 220D Roche A S

- BUS 91, MARKETING INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

The Internship Program is designed to give students "real-life" marketing experience by forming their own marketing promotions agency with the assistance of a local marketing promotions firm. Using a budget, students research, design, present, and execute a custom made, on-campus promotion. After the promotion, students do post-research to gauge effectiveness of the promotion.

This program is unique in that student execute their own marketing ideas using real business practices.  
 1306 Arrange-6 Hours BUS 220R Roche A S

- BUS 95, INTERNATIONAL BUSINESS INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

The Internship Program is designed to provide the student with "real-life" experience in an international business environment. Students will work with either a domestic or foreign-based company to apply academic business principles.  
 1307 Arrange-6 Hours BUS 220R Roche A S

- CIS 90, COMPUTER INTERNSHIPS 2 UNITS**  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

The Internship Program is designed to provide the student with the opportunity of on-site experience in a computer lab. Students spend a minimum of six hours per week during the semester in a supervised computer facility.  
 1439 Arrange-6 Hours BUS 220D Roche A S  
 1440 Arrange-6 Hours BUS 220D Roche A S

- DANCE 90, DANCE INTERNSHIPS 1 UNIT**  
 • Prerequisite: None **Transfer: CSU**  
 Students must arrange an approved internship prior to enrolling in this class.

This course acquaints students with the career choices available in the field of dance. Students spend a minimum of three hours per week interning with a pre-arranged professional or institution in the field of dance. Internships may include, but are not limited to teaching dance, working with professional dance companies, working with dance advertising and booking agents, working

- GR 90B, GRAPHIC DESIGN INTERNSHIP 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 2004 Arrange-6 Hours AET 227C Lancaster WF

- GR 90C, GRAPHIC DESIGN INTERNSHIP 3 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 2005 Arrange-6 Hours AET 227C Lancaster W F

- JOURN 31, JOURNALISM INTERNSHIP (2,2,2) 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
 • Advisory: Consultation with the instructor is recommended.

Students will relate their journalistic experience to real life by working for a newspaper or magazine for a summer or semester. Academic credit is based on a written report or research paper relating the student's internship experience. Enrollment must be concurrent with an approved internship assignment.  
 2171 Arrange-6 Hours LS131F Baird B T

REC 90, RECREATION LEADERSHIP AND LEISURE STUDIES INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**

The internship program is designed to provide the student with "real-life" experience in a day-to-day recreation or leisure work setting. Students will work with a local company to apply academic recreation and leisure principles.

Arrange-6 Hours PE 105 Kidd J R  
*Above section requires an approved internship prior to enrollment. For information, contact Jo Kidd in PE 105 or ext. 4315.*

THLS 90, TOURISM AND HOSPITALITY INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**

The internship program is designed to provide the student with "real-life" experience in a day-to-day tourism and hospitality work setting. Students will work with a local company to apply academic tourism and hospitality principles.

Arrange-6 Hours PE 105 Kidd J R  
*Above section requires an approved internship prior to enrollment. For information, contact Jo Kidd in PE 105 or ext. 4315.*

WOM ST 90, WOMEN'S STUDIES INTERNSHIPS 2 UNITS  
 • Prerequisite: None **Transfer: CSU**  
*Students must arrange an approved internship prior to enrolling in this class.*

The Internship Program is designed to provide the student with "real-life" experience in a work environment that might incorporate aspects of sociology, political science, history, psychology, and anthropology. Students will work with a company or agency to obtain experience.

Arrange-6 Hours LV Staff

## Cooperative Work Experience

**Students must arrange an approved internship prior to enrolling in a Cooperative Work Experience job.**

AD JUS 89C, COOPERATIVE WORK EXPERIENCE POLICE SCIENCE 3 UNITS  
**Transfer: CSU**

Arrange-3 Hours AIR 124 Landis M P  
*The above section 1034 requires concurrent enrollment in at least one Ad Jus major course and seven or more total units.*

AD JUS 89D, COOPERATIVE WORK EXPERIENCE POLICE SCIENCE 4 UNITS  
**Transfer: CSU**

1035 Arrange-3 Hours AIR 124 Landis M P  
*The above section 1035 requires concurrent enrollment in at least one Ad Jus major course and seven or more total units.*

ARCH 89C, COOPERATIVE WORK EXPERIENCE ARCHITECTURE 3 UNITS  
**Transfer: CSU**

1083 Arrange-3 Hours AET 227D Sam S A  
*The above section 1083 requires concurrent enrollment in at least one ARCH major course and seven or more total units.*

ARCH 89D, COOPERATIVE WORK EXPERIENCE ARCHITECTURE 4 UNITS  
**Transfer: CSU**

1084 Arrange-3 Hours AET 227D Sam S A  
*The above section 1084 requires concurrent enrollment in at least one ARCH major course and seven or more total units.*

AUTO 89C, COOPERATIVE WORK EXPERIENCE AUTO 3 UNITS  
**Transfer: CSU**

1207 Arrange-3 Hours T 101 Walters P J  
*The above section 1207 requires concurrent enrollment in at least one AUTO major course and seven or more total units.*

BILING 89A, COOPERATIVE WORK EXPERIENCE BILINGUAL EDUCATION WORK 1 UNIT  
**Transfer: CSU**

1209 Arrange-1 Hours T 314G Quevedo J B  
*The above section 1209 requires enrollment in at least seven total units.*

BILING 89B, COOPERATIVE WORK EXPERIENCE BILINGUAL EDUCATION WORK 2 UNITS  
**Transfer: CSU**

1210 Arrange-2 Hours T 314G Quevedo J B  
*The above section 1210 requires enrollment in at least seven total units.*

BILING 89C, COOPERATIVE WORK EXPERIENCE BILINGUAL EDUCATION WORK 3 UNITS  
**Transfer: CSU**

1211 Arrange-3 Hours T 314G Quevedo J B  
*The above section 1211 requires enrollment in at least seven total units.*

BILING 89D, COOPERATIVE WORK EXPERIENCE BILINGUAL EDUCATION WORK 3 UNITS  
**Transfer: CSU**

1212 Arrange-4 Hours T 314G Quevedo J B  
*The above section 1212 requires enrollment in at least seven total units.*

CHLDEV 89A, COOPERATIVE WORK EXPERIENCE - CHILD DEVELOPMENT 1 UNIT  
**Transfer: CSU**

1359 Arrange-1 Hours LS 108 Staff  
*The above section 1359 requires concurrent enrollment in Child Development 21 and at least seven total units.*

CHLDEV 89B, COOPERATIVE WORK EXPERIENCE - CHILD DEVELOPMENT 2 UNITS  
**Transfer: CSU**

1360 Arrange-2 Hours LS 131D Staff  
*The above section 1360 requires concurrent enrollment in Child Development 21 and at least seven total units.*

FASHN 89A, COOPERATIVE WORK EXPERIENCE - FASHION 1 UNIT  
**Transfer: CSU**

Arrange-1 Hours BUS 107 Mobasher F H  
*The above section requires concurrent enrollment in at least one Fashion major course and seven or more total units.*

FASHN 89B, COOPERATIVE WORK EXPERIENCE - FASHION 2 UNITS  
**Transfer: CSU**

Arrange-2 Hours BUS 107 Mobasher F H  
*The above section requires concurrent enrollment in at least one Fashion major course and seven or more total units.*

FASHN 89C, COOPERATIVE WORK EXPERIENCE - FASHION 3 UNITS  
**Transfer: CSU**

Arrange-3 Hours BUS 107 Mobasher F H  
*The above section requires concurrent enrollment in at least one Fashion major course and seven or more total units.*

## Cooperative Work Experience (Con't)

**FASHN 89D, COOPERATIVE WORK EXPERIENCE – FASHION** **4 UNITS**  
**Transfer: CSU**  
 Arrange-4 Hours BUS 107 Mobasher F H  
*The above section requires concurrent enrollment in at least one Fashion major course and seven or more total units.*

**FIRE 89D, COOPERATIVE WORK EXPERIENCE – FIRE SCIENCE** **4 UNITS**  
**Transfer: CSU**  
 1931 Arrange-4 Hours AIR 124B Stein P H  
*The above section 1931 requires concurrent enrollment in at least one Fire major course and seven or more total units.*

**INTDSN 89A, COOPERATIVE WORK EXPERIENCE - INTERIOR ARCHITECTURAL DESIGN** **1 UNIT**  
**Transfer: CSU**  
 2147 Arrange-5 Hours AET 117 Leckliter A M  
*The above section 2147 requires concurrent enrollment in at least one Interior Architectural Design major course and seven or more total units.*

**INTDSN 89B, COOPERATIVE WORK EXPERIENCE - INTERIOR ARCHITECTURAL DESIGN** **2 UNITS**  
**Transfer: CSU**  
 2148 Arrange-10 Hours AET 117 Leckliter A M  
*The above section 2148 requires concurrent enrollment in at least one Interior Architectural Design major course and seven or more total units.*

**INTDSN 89C, COOPERATIVE WORK EXPERIENCE - INTERIOR ARCHITECTURAL DESIGN** **3 UNITS**  
**Transfer: CSU**  
 2149 Arrange-15 Hours AET 117 Leckliter A M  
*The above section 2149 requires concurrent enrollment in at least one Interior Architectural Design major course and seven or more total units.*

**INTDSN 89D, COOPERATIVE WORK EXPERIENCE - INTERIOR ARCHITECTURAL DESIGN** **4 UNITS**  
**Transfer: CSU**  
 2150 Arrange-20 Hours AET 117 Leckliter A M  
*The above section 2150 requires concurrent enrollment in at least one Interior Architectural Design major course and seven or more total units.*

**PHOTO 89C, COOPERATIVE WORK EXPERIENCE – PHOTOGRAPHY** **3 UNITS**  
**Transfer: CSU**  
 2859 Arrange-20 Hours BUS 120 Battle D A  
*The above section 2859 requires concurrent enrollment in at least one Photography major course and seven or more total units.*

**PHOTO 89D, COOPERATIVE WORK EXPERIENCE – PHOTOGRAPHY** **4 UNITS**  
**Transfer: CSU**  
 2890 Arrange-20 Hours BUS 120 Battle D A  
*The above section 2890 requires concurrent enrollment in at least one Photography major course and seven or more total units.*

**REC 89A, COOPERATIVE WORK EXPERIENCE RECREATION** **1 UNIT**  
**Transfer: CSU**  
 2677 Arrange-1 Hours PEA 104 Kidd J R  
*The above section 2677 requires concurrent enrollment in at least one Recreation major course and seven or more total units.*

# Internship Application<sup>5</sup>

200\_\_\_\_ Fall\_\_\_\_ Winter\_\_\_\_ Spring\_\_\_\_ Summer\_\_\_\_

\_\_\_\_\_  
 (Print) Last Name                      First                      SMC ID Number                      Social Security Number

\_\_\_\_\_  
 Address                      Street Address                      City                      Zip Code

(\_\_\_\_) \_\_\_\_\_                      (\_\_\_\_) \_\_\_\_\_                      \_\_\_\_\_  
 Home Telephone                      Message Telephone                      E-Mail Address

**INTERNSHIP CONTACT INFORMATION (Please print)**

\_\_\_\_\_  
 Company/Agency Name                      Street Address                      City                      Zip Code

\_\_\_\_\_  
 Employer Representative                      Employer Rep's Job Title                      (\_\_\_\_) Employer Rep's Telephone

\_\_\_\_\_  
 Employer Rep's E-Mail Address                      (\_\_\_\_) Employer Rep's FAX Number

**ADDITIONAL INFORMATION**                      Internship Course Title: \_\_\_\_\_ Dept \_\_\_\_\_

**Internship Instructor's Name:** \_\_\_\_\_ **Total Units of Internship Class:** \_\_\_\_\_

**Number of units in which you are enrolled:** \_\_\_\_\_ **How many classes are you in?** \_\_\_\_\_

**Salary: Please check:**    Unpaid Internship \_\_\_\_\_    Paid Internship (at least minimum wage) \_\_\_\_\_

**Your total weekly work hours:** I will work approximately \_\_\_\_\_ hours per week.

**Hours of work required for credit.**

How many hours do you need to work this semester to receive the internship credit? \_\_\_\_\_ hours.  
 (If **paid**, 75 work hours X the number of units; if **unpaid**, 60 work hours X the number of units)

**Internship Job Title:** \_\_\_\_\_

Briefly describe your **internship duties:** \_\_\_\_\_

Is the internship related to your possible educational or career goal? Please check    Yes \_\_\_\_\_    No \_\_\_\_\_

The above statements are true to the best of my knowledge:

\_\_\_\_\_  
 Student                      Internship Staff                      Today's Date

**FOR OFFICE STAFF ONLY** Please initial \_\_\_\_\_

**Plan:** Parallel \_\_\_\_\_ Alternate \_\_\_\_\_                      **Type:** Occupational \_\_\_\_\_ General \_\_\_\_\_

**COMMENTS:**

<sup>5</sup> Also applies to the Cooperative Work Experience Program.  
 Santa Monica College

# Student Agreement

**Dear Internship or CWE Student: Please carefully read and complete this form and sign below to signify agreement.**

200\_\_\_\_\_ Fall\_\_\_\_\_ Winter\_\_\_\_\_ Spring\_\_\_\_\_ Summer\_\_\_\_\_

\_\_\_\_\_  
 (Print) Student's Last Name                      First                      SMC ID Number                      Social Security Number

\_\_\_\_\_  
 Internship Course Title    Instructor    Dept

**To receive credit for my internship class, or Cooperative Work Experience (CWE), I understand and agree to the following:**

1. I will complete all relevant paperwork for the Internship Program. Paperwork will be signed by my Employer Representative, College Instructor, Internship Program staff, and myself, as required.
2. I will attend an Internship Orientation to receive information about the Internship Program.
3. I will work with my Employer Representative and college instructor to prepare three learning objectives that I will work to achieve during this semester. These objectives must be new or expanded learning goals for me. The objectives will be finalized and agreed upon by my college instructor, my Employer Representative and myself **within 2 - 3 weeks** after starting the internship.
4. I will also complete additional requirements that may be requested by my department (examples: brief term paper, a project, etc.) These assignments will be due two weeks prior to the beginning of the final exam schedule.
5. **FOR ALL INTERNSHIP AND CWE STUDENTS EXCEPT THOSE ENROLLED IN THE "ALTERNATE PLAN":** I will be enrolled in a total of seven units this semester including the internship or CWE Units. I will notify the Internship Program if I drop below the seven-unit minimum. During the summer or winter semesters, I will be enrolled in one other class in addition to the internship or CWE. ***If I do not enroll in seven units, I will be participating in the Alternate Plan and will not be able to enroll again in an internship class until I earn 7 units of other classroom credit (which may include internship units).***
6. I will work at least the minimum number of hours required for receiving college credit for the internship. If I am getting paid, I must work 75 hours for each unit of credit. If I am not getting paid (or making less than minimum wage), I must work 60 hours per unit of credit. I will notify the Internship Program of any change of employment.
7. I will fax, mail, or hand-carry to the Internship Program two time cards showing internship hours worked. The first time card will be turned in mid-semester and the second will be due before the final exam schedule begins. I will be informed of the particular due dates at the Orientation Meeting or in the Internship Program Office.
8. Failure to fulfill any of the items listed above will result in my being dropped from the Internship Program or receiving a non-passing grade.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

# Internship Learning Agreement

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 SMC ID# \_\_\_\_\_ Internship Course Title \_\_\_\_\_ Dept \_\_\_\_\_  
 Company/Agency \_\_\_\_\_  
 Employer Representative \_\_\_\_\_ Telephone(\_\_\_\_\_) \_\_\_\_\_  
 Student Position: \_\_\_\_\_ Paid \_\_\_\_\_ Volunteer \_\_\_\_\_

**Instructor's Use Only**  
 Credit Based on:  
 • Learning Objectives  
 • Student Evaluation  
 • Other: \_\_\_\_\_

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**Final Grade**  
 Credit or No Credit \_\_\_\_\_  
 Units Earned \_\_\_\_\_

## STUDENT LEARNING OBJECTIVES

*Each semester it is necessary to identify **THREE** new learning objectives. Internship and CWE students are expected to expand their job responsibilities or get involved in new learning experiences. The learning objectives must be **specific, measurable, and within the student's ability to accomplish**. The objectives must be: (1) formulated by the student and (2) reviewed and approved by both the employer and college instructor within three weeks of beginning the internship.*

1. What will be learned? \_\_\_\_\_  
 How will it be learned? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. What will be learned? \_\_\_\_\_  
 How will it be learned? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. What will be learned? \_\_\_\_\_  
 How will it be learned? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We agree with the validity of the learning objectives specified above. The employer and college agree to provide the necessary supervision and support to ensure that the student receives appropriate educational benefit from this work-based learning experience. It is understood that the employer will provide adequate protection through Worker's Compensation and/or liability insurance as required by law. Santa Monica College is considered the employer for internship or CWE students working on an unpaid basis. The Internship Program and the participating employers operate without regard to race, age, sex, religion, color, national origin or handicap.

APPROVAL OF LEARNING OBJECTIVES AND STATEMENT ABOVE---BEGINNING OF INTERNSHIP:

\_\_\_\_\_  
 Employer Representative      Date      College Instructor      Date      Internship Coordinator      Date

RATING OF LEARNING OBJECTIVES (END OF SEMESTER)		
<p><b>SCALE</b></p> <p>5 - Exceeds Expectations            4 - Better Than Average            3 - Accomplished Objectives            2 - Limited Progress Made            1 - No Significant Progress Made</p>	<p><b>For Employer Representative Use</b>  <b>RATE EACH OBJECTIVE</b></p> <p>1. _____            2. _____            3. _____</p>	<p>Rated By: _____            Title: _____            Date: _____</p>
<p>TOTAL HOURS WORKED THIS SEMESTER: _____</p>		



**Proof of Enrollment  
Letter for Employers**



Date

Dear Employer,

We are pleased to inform you that the student listed below is enrolled in an internship or cooperative work experience class at Santa Monica College. The Internship Program is a unique effort to enable students who are working or volunteering at organizations such as yours, to obtain valuable work-based learning experiences that will enhance their education.

As the students Employer Representative, we are requesting that you help the student in the following ways:

- (1) **Plan Learning Objectives:** Work together with the student and college staff to plan three learning objectives that the student will accomplish during the internship. These objectives consist of *new learning activities or expanded responsibilities*. The student will provide you with additional information on the learning objectives.
- (2) **Supervise Student:** Supervise the student during the internship to insure that maximum educational benefit may be achieved.
- (3) **Meet Briefly:** Meet briefly at the worksite with the college instructor or Internship Program staff to review the student's progress in completing the learning objectives and progress in the internship.
- (4) **Work Hours and Evaluation:** Verify employment and work hours and evaluate the student's completion of learning objectives and performance on the job.

The role of the college instructor in the program is to provide input in planning the learning objectives, assess any student projects, be available as a resource, and grant the student credit for successful efforts in the program. The Internship Program staff provides administrative support, coordinates the program, provides necessary documents and answers questions you may have. Call us at 310-434-4337, as needed.

We are looking forward to working together in this exciting partnership uniting education and the working world. Thank you in advance for your efforts!

Sincerely,

Judy White, M.S.  
INTERNSHIP PROGRAM  
Career Services Center  
Santa Monica College

\_\_\_\_\_  
(Print) Student's Last Name                      First                      Internship Course Title

\_\_\_\_\_  
Internship Program is Authorized by                      Title                      Date

**Santa Monica Community College District • 1900 Pico Blvd. • Santa Monica, CA 90405-1628 • (310) 434-4000  
Piedad F. Robertson, Superintendent and President**



# Intern Time Sheet

Check off if this is:

Time Sheet 1 \_\_\_\_\_ 2 \_\_\_\_\_

Print Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 SMC ID# \_\_\_\_\_ Internship Course Title \_\_\_\_\_ Dept \_\_\_\_\_  
 Home Telephone(\_\_\_\_\_) \_\_\_\_\_ Message Telephone(\_\_\_\_\_) \_\_\_\_\_  
 Company/Agency \_\_\_\_\_  
 Employer Representative \_\_\_\_\_ Telephone(\_\_\_\_\_) \_\_\_\_\_

## Record of Internship Work Hours

MONTH OF \_\_\_\_\_ YEAR \_\_\_\_\_

Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked
1	_____	9	_____	17	_____	25	_____
2	_____	10	_____	18	_____	26	_____
3	_____	11	_____	19	_____	27	_____
4	_____	12	_____	20	_____	28	_____
5	_____	13	_____	21	_____	29	_____
6	_____	14	_____	22	_____	30	_____
7	_____	15	_____	23	_____	31	_____
8	_____	16	_____	24	_____		

TOTAL HOURS WORKED THIS MONTH \_\_\_\_\_

MONTH OF \_\_\_\_\_ YEAR \_\_\_\_\_

Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked	Day of Month	No. Hrs. Worked
1	_____	9	_____	17	_____	25	_____
2	_____	10	_____	18	_____	26	_____
3	_____	11	_____	19	_____	27	_____
4	_____	12	_____	20	_____	28	_____
5	_____	13	_____	21	_____	29	_____
6	_____	14	_____	22	_____	30	_____
7	_____	15	_____	23	_____	31	_____
8	_____	16	_____	24	_____		

TOTAL HOURS WORKED THIS MONTH \_\_\_\_\_

Verification of Intern's Hours Worked:

Intern's Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Employment Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Title V Guidelines

## For Internships & Cooperative Work Experience<sup>7,8</sup>

### **Title V Education**

### **Division 6 California Community Colleges**

### **Chapter 6 Curriculum and Instruction**

### **Subchapter 3. 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 sections 55250.2-55250.7, 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.

#### **§55250. 2. LAWS OR RULES APPLICABLE TO STUDENTS IN WORK EXPERIENCE.**

All laws or rules applicable to minors in employment relationships re applicable to students enrolled in work experience courses.

#### **§55251. REQUIREMENTS OF PLAN.**

- a) The district 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.

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<sup>7</sup> These guidelines pertain to internships as well as Cooperative Work Experience according to Chancellor's Office personnel.

<sup>8</sup> This document is a copy of the text from the Education Code, pages 349-352; notes, histories and citations have been excluded.

- (D) With the assistance of employers, evaluate student's 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.

#### **§55252. TYPES OF COOPERATIVE WORK EXPERIENCE EDUCATION.**

- a) Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:
  - (1) 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.
  - (2) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at on-the-job learning station relating to the students' educational or occupational goal.
- b) Participation may be under either of the following formats:
  - (1) A Parallel Plan is a form of Cooperative Work Experience Education designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on the job as specified in section 55254.
  - (2) An Alternate Plan is a form of Cooperative Work Experience Education designed to offer students opportunities alternately to attend college and work as stipulated in the district plan.

#### **§55253. COLLEGE CREDIT**

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:

- a) General Work Experience Education.
  - (1) Under the Parallel Plan, a maximum of three credit hours per semester or five credit hours per quarter may be earned up to a total of six semester credit hours or nine quarter credit hours.
  - (2) Under the Alternate Plan, a maximum of six semester credit hours or nine quarter credit hours may be earned.
- b) Occupational Work Experience Education.

- (1) Under the Parallel Plan, a maximum of four credit hours per semester or six credit hours per quarter may be earned up to a total of 16 semester or 24 quarter credit hours.
- (2) Under the Alternate Plan, a maximum of eight credit hours may be earned during one enrollment period up to a total of 16 semester or 24 quarter credit hours.

**§55254. STUDENT QUALIFICATIONS**

a) In order to participate in Cooperative Work Experience Education Students Shall meet the following criteria:

- (1) 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.
- (2) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (3) Have the approval of the certificated personnel.
- (4) 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:
  - (A) Assist the student in identifying new expanded on-the-job learning objectives.
  - (B) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (C) Validate hours worked.

b) In addition, students shall satisfy one of the following three criteria:

- (1) Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship program; or
- (2) Be enrolled in the parallel plan.
  - (A) During regular semesters or quarters, student must enroll in a minimum of seven (7) units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.
  - (B) During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
- (3) Be enrolled in the alternate plan. Concurrent enrollment will be limited to one other class.

**§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 the 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.

#### **§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 employed, type of job held and the basis for determining whether the student is qualified for Occupational or General Work Experience Education; signed and dated by academic personnel.
  - (2) A record of work permit issued if applicable; signed by designated issuing agent.
  - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agree-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, employer or designated representative, and student.
- b) Records must be maintained which are signed and dated by certificated 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.

#### **§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 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 units for which the student may be granted 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.

#### **§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 as required by law agree to comply with all appropriate federal and state employment regulations.

#### **§58051. METHOD FOR COMPUTING AVERAGE DAILY ATTENDANCE.**

- b) For the purpose of Work Experience Education programs in the community colleges meeting the standards of the California State Plan for vocational Education, "immediate supervision" of off-campus work training stations means student participation in on-the-job training as outlined under a training agreement, coordinated by the community college district under a state-approved plan, wherein the employer and academic school personnel share the responsibility for the on-the-job supervision. The student/instructor ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator.