PART I
CONTACT INFORMATION

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

<table>
<thead>
<tr>
<th>San Francisco</th>
<th>City College of San Francisco (CCSF)</th>
</tr>
</thead>
</table>

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: John Halpin  
Title: Associate Dean, CWEE and Perkins

District: San Francisco Community College District  
Email: jhalpin@ccsf.edu

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PART II
RESPONSES TO PLAN REQUIREMENTS

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district’s required and/or optional response.

(1) **A statement that the district has officially adopted the plan, subject to approval by the State Chancellor (§55251)**

Date plan approved by local board: ____________  (Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

The District Plan for CWEE was developed by the City College of San Francisco (CCSF) CWEE Task Force, co-chaired by John Halpin, Associate Dean of Cooperative Work Experience Education, and Sheila McFarland, Department Chair of Broadcast Electronic Media Arts, with membership including Work Experience Faculty, Counseling Faculty, the Curriculum Committee Chair, Administrators and Classified Staff. The CWEE Task Force met in May 2017 to provide input on the CWEE plan, edit drafts, and make recommendations to the Office of Academic Affairs, which houses the CWEE Office. The CWEE plan was drafted in consultation with the Associate Vice Chancellor, Workforce & Economic Development and the Vice Chancellor of Academic Affairs. The plan was reviewed by City College's Academic Senate on May 17, 2017, and the Participatory Governance Council on May 18, 2017.
(2) **Specific description of** ([§55251](#)): 

(a) **District responsibilities** ([§55251](#)):

**Background:** *Title 5 criteria and requirements District Services* ([§55255](#)).

(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.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

The District’s Work Experience instructors will be expected to exercise reasonable judgment when determining the legitimacy and safety of the worksite for students who will be partaking in Work Experience. The district’s prior experience with the employer and the type of work involved are useful criteria for making such a determination. All employers will be expected to sign a Memorandum of Agreement (MOA) with the District, using a District-approved standard template that indicates the employer’s compliance with pertinent laws and regulations. This agreement will also cover the student's' individualized learning objectives that provide further reassurance of a legitimate and safe worksite learning experience.

The District will collaborate with San Francisco Unified School District on serving minors enrolled in work experience, and will comply with all applicable laws or rules applicable to minors in employment relationships.

The District will partner with its Disabled Students Programs and Services on training work experience faculty on the employment of students with developmental disabilities.
(a) **District responsibilities**

**Background:** Title 5 criteria and requirements

**Records.** (§55256).

(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 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.
   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) 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.

☒ District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type … of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

All CWEE forms and student files shall be standardized District-wide to follow the Title 5 criteria and requirements. All CWEE-specific forms and modifications thereof must be approved by the Associate Dean of CWEE before their use. The CWEE Office will develop interactive forms to be maintained online through CCSF's CWEE website.

Student and employer records will be maintained for four years, after which they will be destroyed. The CWEE Office will develop a recordkeeping policy and a system for maintaining records in digital format.
(b) **Student responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Student Qualifications.** (§55254).

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.

Optional: Additional comments or narrative on Student responsibilities, if any.

Students participating in the Work Experience program at City College of San Francisco (CCSF) will participate in an orientation session where expectations and procedures will be explained. This orientation session may be offered online or in-person. Students may be exempt from the Work Experience orientations in the following situations:

1. The student completed CWEE the previous semester with a passing grade.
2. Under exceptional circumstances, the student has communicated with the CWEE instructor and received permission by the instructor to not attend the orientation.

Prior to starting their work experience, students must comply with any requirements established by the employer, such as health screening, background check, or testing.
Employer responsibilities (§55251):

**Background: Title 5 criteria and requirements**

**Records.** (§55256).

(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.

**Job Learning Stations.** (§55257)

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.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.
All employers are expected to sign a Memorandum of Agreement (MOA) or an approved contract with the District in which the roles and responsibilities of both the Employer and District, in keeping with the Title 5 requirements. The Associate Dean of CWEE will sign the MOA on behalf of the District. Additional employer responsibilities include the following:

- Provide adequate supervision to ensure a planned program of the student's job activities, so the student may receive maximum educational benefit
- Provide adequate workers' compensation insurance coverage for students in paid work experience. The college will be responsible for providing workers' compensation insurance coverage for students in unpaid work experience or students employed by the District.
- Expect to teach certain skills which can be more effectively learned on the job
- Assist in the selection of appropriate learning objectives as well as providing the students with the time and materials necessary to achieve them.
Employer responsibilities (§55251):

**Background:** Title 5 criteria and requirements

**Consultation(s) in person with the employer.** (§55255).

(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.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

- District will use alternatives to “Consultation(s) in person,” as described in Title §55255(c).
- District will not use alternatives “Consultation(s) in person,” as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to “Consultation(s) in person.”

Under limited circumstances, the District has the option to implement an alternative to the Work Experience instructor’s in-person visit to a student work site. These alternative options will be considered on a case-by-case basis. In such cases, District personnel will exercise reasonable judgment in determining the legitimacy of the workplace as part of the normal operating procedure of the Work Experience program. Circumstances justifying an alternative to in-person visits may include the following:

1) The instructor and supervisor regularly meet or communicate on a professional basis.
2) The student and supervisor are repeating work experience.
3) Extraordinary workplace security concerns exist which prohibit the possibility of an in-person consultation.
4) Work hours of student or supervisor do not match the instructor’s and cannot be easily accommodated.
5) Student and supervisor are working in virtual offices.
6) Workplace is too distant and travel would be prohibitive.

Acceptable options 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; video/web conference; postal mail.
(d) Other cooperating agencies in the operation of the program, if any. (§55251)

Comments on other cooperating agencies in the operation of the program, if any.
N/A
(3) **Specific description of each type of CWEE** (§55251):

Types of Cooperative Work Experience Education (§55252)

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

*Check all that will be offered at the district:*

- (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.

- ☒ 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. (§55250.2).

- ☒ Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
  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.

- ☒ Work Experience Education Involving Apprenticeable Occupations. (§55250.5)
  Work-experience education involving apprenticeable 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.
(4) A description of **HOW the district will** (§55251)

(a) **Provide guidance services** (§55251):  

Describe the specifics on how district will achieve this requirement.

| The San Francisco Community College District will provide appropriate and continuous guidance services for students throughout their enrollment in the work experience program. The District will assign certificated instructors who will provide enrolled Work Experience students with an orientation to work experience, advice and feedback regarding learning objectives, and guidance and feedback regarding the student's attempts at achieving the learning objectives. Furthermore, CCSF’s Division of Student Development provides counseling services designed to assist students in pursuing appropriate career and educational goals and to assist students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. All new students are encouraged to meet with a counselor to develop an education plan during their first semester. The CWEE Office staff will also provide information on career guidance/job placement services, as well as connecting students to CCSF Career Development Center activities, classes, and services, in the following areas:  • Career/job information and resources  • Job-hunting techniques  • Assistance with resume writing and interviewing techniques  • Assistance with finding major-related work-based learning sites |

(b) **Assign a sufficient number of qualified certificated personnel to direct the program** (§55251):  

Describe the specifics on how district will achieve this requirement.
The District will provide an Associate Dean to direct the CWEE program. The Associate Dean of Cooperative Work Experience Education will be responsible for the following tasks:

- Understand federal, state, and College regulations governing Cooperative Work Experience Education.
- Provide direction and liaison to faculty members instructing work experience students to ensure compliance with work experience regulations and standards.
- Co-facilitate a learning community among work experience faculty for sharing best practices, professional development, and continuous quality improvement.
- Develop and maintain relationships with business, industry, and agency employers to expand the availability of work experience work sites.
- Work with CTE advisory committees to promote work experience.
- Coordinate with Career Center staff and departments on guidance services for CWEE students.
- Develop, update, and otherwise modify CWEE program policies, procedures, and forms as necessary.
- Maintain and update the CWEE website.
- Gather and analyze CWEE program evaluation data in coordination with the Office of Research and Planning.
- Audit a random sample of work experience student files for quality assurance purposes.
- Coordinate with School Deans on student and instructor appeals as they relate to work experience.
- Engage in CWEE marketing and outreach activities by promoting work experience opportunities college-wide and marketing work experience and service learning to current and prospective students.
- Supervise the CWEE Research Assistant and Employment Specialists.

The CWEE Research Assistant will support the Associate Dean with CWEE record keeping, marketing and outreach materials, web updates, reporting, and communication with work experience faculty and students.
Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements
(§55250) 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.

Work Experience Outside of District. (§55250.6).
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.

Wages and Workers’ Compensation. (§55250.7).
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.

Job Learning Stations. (§55257)
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.

Describe the specifics on how district will achieve this requirement.

1) Work learning stations may be developed through the following methods:
   • Instructor’s personal contacts with employers
   • Membership and participation in service club, trade organizations and associations, and other community and civic groups, which offer additional opportunities for work experience education job development and placement
   • Development of a computerized job database or Internet database of job/ work-based learning opportunities
   • Close coordination and communication with job placement staff

2) Students may enroll in Work Experience when employed in part-time jobs outside the District only when the legitimacy of the employer and employment can be verified, as described in District Responsibilities and Employers Responsibilities sections of the CWEE Plan.

3) The District will provide Workers’ Compensation and Liability insurances for any student engaged in an unpaid internship or volunteer work when enrolled in Work Experience and when the worksite serves as a Work Experience learning station.

4) Any employer participating in Work Experience will be expected to sign a Memorandum of Agreement with the District in which the employer agrees to comply with pertinent aspects of the District Plan for Work Experience, in particular the requirements outlined in Title 5 section §55257.
5) All employers will be required to sign the District's Work Experience Student Learning Agreement. By signing, the employer agrees to do the following: review and approve learning objectives; sign monthly time sheets; meet briefly with the course instructor; and complete an evaluation of the student at the end of the semester.

6) The Work Experience instructors will consult with each student's employer at least once each semester for the purpose of evaluating the student's progress toward achieving his or her Learning objectives.

5) All employers will be required to sign the District's Work Experience Student Learning Agreement. By signing, the employer agrees to do the following: review and approve learning objectives; sign monthly time sheets; meet briefly with the course instructor; and complete an evaluation of the student at the end of the semester.

6) The Work Experience instructors will consult with each student's employer at least once each semester for the purpose of evaluating the student's progress toward achieving his or her Learning objectives.
(2) **Coordinate the program and supervise students** (§55251)

Describe the specifics on how district will achieve this requirement.

<table>
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<tr>
<th>Work Experience courses follow all standard course requirements: Student Learning Objectives, expectations, course syllabus, roster, and grading policy are all provided through course registration.</th>
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<tbody>
<tr>
<td>1) Work Experience Instructors will maintain a roster of all students enrolled in work experience each semester, tracking the student's compliance with program requirements. Students not in compliance with work experience program requirements will be contacted and given an opportunity to achieve full compliance; those that fail to do so will be dropped from the Program or receive a failing grade.</td>
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<tr>
<td>2) Each student will have a separate file containing forms and documents as described in the record-keeping section of this document. All student documents will be reviewed by the student's instructor, and will serve as the basis for decisions regarding continued enrollment and final grade.</td>
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<tr>
<td>3) All students will be required to attend a work experience orientation, unless exempt in accordance with Student Responsibilities section of this document.</td>
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<tr>
<td>4) Students must submit completed assignments, signed by the student and employer, which include, but are not limited to, a Work Experience Application, Work Experience Education Agreement with learning objectives, and Time Sheets. Assignments must be submitted in accordance with an assignment schedule provided to students at the beginning of each semester. All assignments will be reviewed in a timely manner for accuracy and completeness by the student's instructor.</td>
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</tbody>
</table>

(3) **Shared supervision with employer to include (at least once each term)** (§55251)

(c) **Assure on-the-job experiences are documented with written/measurable** (§55251)

Describe the specifics on how district will achieve this requirement.

| 1) Students will be expected to consult with employers to identify and draft written learning objectives, which will be reviewed by Work Experience instructors to ensure each learning objective is properly formatted and describes a college-level learning experience that justifies earning college credit. |
| 2) Learning objectives will be drafted by the student, after consultation with the employer, according to instructions and in a format provided to the student by the instructor. Learning objectives must be approved by both the employer and the instructor before becoming the student's official description of his or her learning process and objective, and will serve as the basis for the employer evaluation and for awarding credit. |
| 3) Written learning objectives must provide a statement of the knowledge or skills the student intends to achieve. These should include specific, measurable/observable outcomes of this achievement, a specific and realistic learning process, and an intended achievement date. |
| 4) Individual student learning objectives must align with the requirements of the relevant work experience Course Outline of Record, in particular the learning outcomes and content areas. Where relevant, alignment with learning outcomes for programs for which the course is eligible is also desirable. |
(d) Evaluate with employer, student’s learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

Employers will be required to complete an Employer Evaluation of the Student form at the conclusion of the semester (or when the student completes his or her learning objective(s)). The instructor will provide instructions on completion of the evaluation and discuss this document with the employer before the employer is expected to complete it.

(e) Describe basis for awarding grade and credit (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit (§55255.5).
(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.

☒ District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.
(f) **Provide adequate clerical & instructional services** (§55251)

Comments, if any.

The District will provide instructional services, student personnel services, and clerical assistance as deemed essential to the success of the program. Each Work Experience student will be assigned an instructor. The full-time load for an instructor shall not exceed 125 Work Experience students.

(b) **If district changes the plan, will submit changes for approval** (§55251)

*Check to indicate compliance*

☑ Yes