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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4103 WORK EXPERIENCE EDUCATION**

### **References:**

Title 5 Sections 55250 et seq.;  
Education Code Sections 66700, 70901 and 70902

### **Responsibilities**

The Vice President of Academic Affairs shall be responsible for the overall coordination of these procedures.

### **Work Experience Education**

The Long Beach City College District recognizes job experience as a valuable learning resource. The Work Experience (WE) Education Program affords students the opportunity to earn college credit for learning while working or volunteering.

Work Experience Education aims to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. WE education shall be substantive and contribute to valuable learning outcomes towards a degree or certificate.

Work Experience Education involves student employment and/or internships selected, approved, and supervised to provide meaningful experiences related to the course of study or specific career pathway training. Combined with instruction in critical workplace skills, WE may include paid or unpaid, full or part-time employment. WE may be structured as separate credit or noncredit classes or integrated as a component of a course. WE should be integrated as part of a student's educational pathway, allowing students to achieve both educational and occupational goals such as career awareness, learning industry culture, competencies and norms, and developing professional networks. WE should endeavor to provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

The Work Experience Education Program is based on a plan approved by the Board of Trustees and submitted to the California Community Colleges Chancellor's Office, which includes:

- A. The systematic design of a program whereby students gain realistic learning experiences through work or volunteering.

- B. A specific description of the respective responsibilities of the District, the faculty, the student, the employer, and other cooperating agencies.
- C. Guidance services are provided during enrollment in a work experience education program by faculty and the employer, and are outlined in the WE handbooks.
- D. Assign sufficient instructional and other personnel to direct the program and provide other required District Services. The district has assigned the Director of Workforce Development or designee to administer the Work Experience Education Program.
- E. Processes that assure students' on-the-job or volunteer learning experiences are documented with written measurable learning objectives and outcomes, students are required to meet certain criteria and are evaluated, and the basis for awarded grades and credit is described.
- F. Adequate clerical and instructional services are provided to facilitate the program.
- G. A statement that the District has officially adopted the plan.
- H. A plan to analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregation including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit and noncredit work experience).
- I. Ensuring equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

## **Procedures**

- A. The supervising faculty will follow all guidelines set forth in the "Program Guide for Instructors: Work Experience."
- B. The District maintains student records, including the following documents for each work experience education student: learning agreements establishing hours that will be completed; statements verifying hours completed; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade.

## **Awarding of Work Experience Credit**

The minimum work hour requirements for receiving credits are:

### **Paid Employment**

- 75 hours = 1 unit of credit
- 150 hours = 2 units of credit
- 225 hours = 3 units of credit
- 300 hours = 4 units of credit

**Non-paid Employment**

- 60 hours = 1 unit of credit
- 120 hours = 2 units of credit
- 180 hours = 3 units of credit
- 240 hours = 4 units of credit

All WE requirements must be met to award credit at the end of the semester.

Also see BP 4103 Work Experience Education.

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