
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4103 WORK EXPERIENCE

References:

Title 5 Sections 55250 et seq.

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

The Long Beach City College District recognizes job experience as a valuable learning resource. The Cooperative Work Experience (WE) Education Program affords students the opportunity to earn college credit for learning while working on a job directly related to the TOP Code of their field of study.

The 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.
- B. A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies.
- C. Guidance services.
- D. A sufficient number of qualified academic personnel to direct the program.
- E. Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarded grades and credit is described.
- F. Adequate clerical and instructional services are provided.
- G. A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.

Procedures

- A. The supervising faculty will follow all guidelines set forth in the “Program Guide for Instructors: Work Experience.”
- B. The District maintains records that include the type and units of work experience in which the student is enrolled, where employed, the job held, the basis for determining student qualifications, the statement of student hours worked, an evaluation of performance, and that current District/Agency contracts are on file with Risk Services.
- C. The supervising faculty maintains records that show consultation with the employer and the student, an evaluation of the student’s achievement, student timesheets, and the final grade.

Awarding of WE credit

- A. The minimum work hour requirements for receiving work experience (WE) credits are:

Paid Employment	Non-paid Employment
75 hours = 1 unit of credit	60 hours = 1 unit of credit
150 hours = 2 units of credit	120 hours = 2 units of credit
225 hours = 3 units of credit	180 hours = 3 units of credit
300 hours = 4 units of credit	240 hours = 4 units of credit

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

Also see BP 4103 Work Experience.

Approved: July 22, 2020
Revised: November 17, 2021

(Replaces LBCC Administrative Regulation 4034)