

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4103

Work Experience

Date Adopted:	3/9/2004
Date Revised:	4/28/2023
Date Reviewed:	4/28/2023
References:	Title 5 Sections 55250 et. seq.

The Chief Student Services Officer shall ensure that the District maintains a current plan approved by the Board of Trustees for the administration and operation of its cooperative work experience (internship) program.

The plan includes:

- The systematic design of a program whereby student gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- A description of guidance services offered to prospective and accepted student interns;
- Assurances that there is a sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives,
- Criteria for student participation and evaluation;
- The basis for awarding grades and credit;
- Information about how adequate clerical and instructional services are provided; and
- The District has officially adopted the plan, subject to approval by the Board of Trustees.

Records:

Internship records are maintained in the Career and Transfer Connections Office for seven years after the completion of the internship. These records include:

- type and units of work experience
- where student was employed
- job held
- basis to determining student qualification
- statement of student hours worked
- evaluation of performance

- work permits (if required)

Final grades and a notation of total hours worked in the internship are submitted to the Admissions and Records Office.

Supervising faculty must maintain records that document consultation with the employer and the student, evaluation of the student's achievement and the final grade. Copies of these records are maintained by the course instructor for three years; the originals are kept on file in the Career and Transfer Connections Office for seven years.

See Board Policy 4100.