



TECHNOLOGY & HEALTH DIVISION
Building 28A, Room 101E 909.274.4750

M E M O R A N D U M

Date: September 6, 2022

To: Work Experience Professors

From: Rachael Brown, Coordinator, Experiential Learning

cc: Deans & Associate Deans

Subject: Work Experience (WE)

Work Experience Professors,

In effort to maintain consistent and effective processes for the work experience program, the following has been implemented.

Paperwork will no longer be submitted to Career and Transfer Services but will be submitted directly to Division's Career Specialist. The current contract language reads as follows:

10.P.1 Compensation and Load: Pay for work experience is 0.10LHE per student per term. Load earned by professors assigned work experience courses may be assigned to adjunct professors or full-time professors as overload and is subject to existing load limitations (10.A.4., 10.Q.1., and 10.Q.4).

Compensation for work experience load assignment will be determined at census date and will be made upon completion of all required assignment obligations and grade submission.

10.P.2 Professor Responsibilities: Professors assigned work experience courses are responsible for in-person consultations (at the job site) with the employer or designated representatives to discuss students' educational growth on the job. If the worksite location is greater than fifteen (15) miles away from the College, the professor must verify that the worksite physically exists via website or communication with the supervisor and must provide documentation of this verification. Acceptable tools to use, in lieu of an in-person visit, for sites greater than fifteen (15) miles from the school are telephone, teleconference, email/internet, or videoconference. Professors must also conduct a written evaluation of students' progress in meeting the job learning

objectives, consult with students in person to discuss students' educational growth on the job, and submit a final course grade for each student by the College's established grade submission dates.

In the cases where students are out of state, professors are to meet with students via video conferencing. During a state of emergency, professors may also meet with students via video conferencing according to the 2021 District Plan.

Work experience is subject to load limitations. The standard maximum allowable assignment beyond Basic Assignment or as adjunct load is 10LHE. Additionally, professor responsibilities as outlined in the Cooperative Work Experience Education Plan are also in the faculty contract.

The College's Plan filed with the Chancellor's Office stipulates that we offer Occupational Work Experience Education designed to provide students enrolled in our Career Technical Education programs with on-the-job learning opportunities relating to the students' educational or occupational goals. As a result of this plan, the Division Career Specialist will verify students' program of study and units completed in that area of study on the General Information Form.

Regarding on campus work experience opportunities, full-time classified staff can supervise student work. WE professor of record cannot also serve as supervisor for on and off campus work experience.

The work performed for a WE course must occur during the scheduled term. WE hours at the job site may not begin before the term begins or continue after the term has ended. The District covers workers' compensation for non-paid work experience; however, the employer must pay workers' compensation for paid work experience. Each 75 hours of paid work and 60 hours of non-paid work equal one semester unit of credit.

The General Information Sheet, the Learning Contract, and the Waiver of Liability Form, signed by the student are due to the Division Career Specialist no later than the second Tuesday of the Term.

The Site Visit and Employer Student Contracts Report and the Student Work and Hours Report along with the Monthly Timesheets must be submitted to the Division Career Specialist no later than the Monday following the last day of the term. Grades must be submitted via the portal at the same time as grades for regular session classes (the Tuesday following the last day of the term). Compensation for work experience load assignments will be made upon completion of all required assignment obligations and grade submission.

DUE SECOND TUESDAY OF THE TERM (Phase I Forms):

- General Information Form
- Learning Contract
- Work Experience Liability Waiver

DUE MONDAY FOLLOWING THE END OF THE TERM (Phase II Forms):

- Site Visit and Employer Student Contacts Report
- Work and Hour Report (Final Evaluation)
- Student Monthly Timesheets
- Payroll Report

Please note, professors can access a check list on the office of instruction webpage. The check list includes forms and what fields on the form need to be completed before submission. In addition, all current WE forms can be accessed through Division Career Specialist and/or the Office of Instruction webpage:

<https://www.mtsac.edu/instruction/officeofinstruction/workexperience/>

Please use correct forms. Incorrect and incomplete forms will be returned with instructions to complete the current and correct forms.

Regards,

Rachael E. Brown, Coordinator Experiential Learning

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