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4 **WORK EXPERIENCE**
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6 The colleges of the District shall provide sufficient services for maintaining the Work Experience
7 program that should include:

- 8 • The systematic design of a program whereby students gain realistic learning
9 experiences through work;
- 10 • A specific description of the respective responsibilities of the college, the student,
11 the employer, and other cooperating agencies;
- 12 • Guidance services;
- 13 • A sufficient number of qualified academic personnel to direct the program;
- 14 • Processes that assure students' on-the-job learning experiences are documented
15 with written measurable learning objectives, students are required to meet certain
16 criteria and are evaluated, and the basis for awarding grades and credit is
17 described;
- 18 • Adequate clerical and instructional services are provided;

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20 Work experience records are maintained by the office responsible for work experience on each
21 campus.
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52 Reference:
53 Title 5, Sections 55250 et seq.

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55 Approved: June, 2006