

Experiential education, also known as internship, field experience, work-based learning, and cooperative work-experience education or co-op, is designed to allow MiraCosta College students to gain workplace experience and develop skills under the instruction of a faculty member and the supervision of an employer.

Experiential education offers business, industry, and organizations the talents and energy of students who contribute to workforce development and strengthen the link between the educational and business communities.

Units for internship studies and cooperative work experience courses are calculated as follows:

- A. Each 75 hours of paid work equals one semester credit.
- B. Each 60 hours of non-paid work equals one semester credit.

A plan is developed and submitted to the MiraCosta College District Board of Trustees, which includes:

- A. A statement that the district has officially adopted the plan, subject to approval by the board.
- B. The systemic design of a program whereby students gain realistic learning experiences through work.
- C. A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies in the operation of the program.
- D. The maintenance of records, including the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued, if applicable.

E. A description of how the district will:

1. Provide guidance services for students during enrollment in experiential education courses.
2. Assign a sufficient number of qualified academic personnel to direct the program.
3. Implement and follow 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 awarding grades and credit is described.
4. Assure that supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.
5. Provide adequate clerical and instructional services.

The plan is developed, reviewed annually, and revised by the director of Career Studies and Services and is submitted to the board of trustees for approval. The district plan includes this administrative procedure, as well as information on the maintenance of records, type and units of experiential education, and evaluation of student performance.