

COPED 450: The number of hours is the minimum for one unit
60/17.5 (3.43 hours) as minimum; 299/17.5 (17.09) as maximum.
Can't earn more than 3 units, so top hours is 299

COPED 451 and all occupational COPEDs:
60/17.5 (3.43 hours) as minimum; 300/17.5(17.14 hours) as maximum
Can earn 4 units.

The difference is minimal because it is based on the fact that to bump up one unit in COPED 451, you only need one more hour.

This was the best way I could figure it, because it is not based on classroom hours, but on hours students work on their paid or unpaid position.

COPED 450

Paid work

75-149 = 1 unit

150-224 = 2 units

225-299 = 3 units

(If enrolled in **COPED 451** or any **Occupational/discipline specific COPED**, you may earn up to 4 units)

300 or more = 4 units

Unpaid work

60-119 = 1 unit

120-179 = 2 units

180-239 = 3 units

240 or more = 4 units

Why 125 students maximum:

The instructor is paid by the number of students, so the minimum is 25 to get .2 load and then the formula compensates the instructor for each student above that until 125. Of course, if the section ended up with 125 students, the instructor would be paid for the full load.

I have worked hard to get 25 each semester in COPED 450 and 451 combined. Student services will probably be taking this class when I retire and they have lots of plans for increasing its enrollment.

Instructors of record for COPED are paid based on the number of students on census day.

of students/125 students = ____ * 15 = load for COPED based on the enrollment on census.

Example:

8 students/125 students = .06 * 15 = .96 hours load to teach 8 students in the semester.

From the PFT contract:

5. Faculty load policies for the Peralta Colleges are the following:

23

24 a. All lectures including English composition shall be equated at 1.00.

25 b. CO-OP Education: 125 students

26

27 Any CO-OP education workload in excess of 125 students shall be treated as extra service.

28 The extra service equated load is determined as follows:

29 {Number of Students - 125}/125.

30

31 Example:

32 Assume a workload of 150 students for one semester.

33 $150 - 125 = 25/125 = .2$ equated load.

34

35 If the Title 5 Regulations affecting the workload for CO-OP education are changed, either

36 party may reopen negotiations on this item.

Here are the references to Title 5 and the PCAH.

PCAH page 44

The calculation of units of credit for cooperative work experience programs is established in title 5, section 55256.5.

PCAH page 49 (units and hours)

"Cooperative Work Experience Formula Credit hour calculations for work experience are governed by the regulations set forth in title 5, section 55256.5.

In title 5, section 55256.5(c)(1-2) the following requirements are specified: • Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit. • Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit"

PCAH Beginning on page 54

Cooperative Work Experience Education (Everything you ever wanted to know about CWEE/COPED and more!)

PCAAH Page 55 (repeatability)

"Title 5, section 55253 states that a student may earn up to a maximum of 16 semester units or 24 quarter units of both types of work experience education combined. Title 5, section 55253, and related sections, allow for student repetition of Cooperative Work Experience courses; however, title 5, section 55041 does not allow for these courses to be designated as "repeatable" for the purposes of curriculum development processes. ***Districts may permit students to re-enroll in these courses as many times as it takes to reach the maximum units as described above, within title 5, section 55253 semester and quarter limitations.*** "

PCAH page 56

"...the TOP Code 4932.00 must be used for General Work Experience Education. Occupational Work Experience must be reported in the same TOP Code as the program of which it is a part. For example, Occupational Work Experience in the area of automotive technology must be reported in TOP Code 0948.00."

Link to the PCAH:

http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH_6thEdition_July_FINAL.pdf

Everything you ever wanted to know about Work Based Learning

<http://cacareerbriebs.com/wp-content/uploads/new-handbook-1.pdf>

Member Bielanski:

Thank you for your email. I hope you're well. The Program and Course Approval Handbook (PCAH) includes information directly related to Cooperative Work Experience education. The PCAH is linked and provides a description of the types of cooperative work experiences, unit calculations, program requirements and related sites for additional information. For example, more information can be found at the Workforce and Economic Development webpage. Shown below is a list of related California Code of Regulations, Title 5 sections that guide cooperative work experience education.

Title 5	Title 5 Title	Brief descriptor
Title 5, Section <u>55252</u>	Types of Cooperative Work Experience Education	Provides a descriptor of the two types of cooperative work experiences.
Title 5, Section <u>55256</u>	Records	Describes District responsibilities related to college; employer and student participation requirements.
Title 5, Section <u>55256.5</u>	Work Experience Credit	Provides the formula to determine the number of units to be awarded.
Title 5, Section <u>55002</u>	Standards and Criteria for Courses	Details course standards for degree applicable credit course, non-degree applicable credit course, noncredit course and community service courses.
Title 5, Section <u>55002.5</u>	Credit Hour Definition	Includes a specific reference to cooperative work experience - please refer to, item (c) "Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5."

I am copying my colleague, Jackie Escajeda, she is the dean with oversight responsibility in this area. I hope the information proves useful.

Sincerely,

Sally

Sally Montemayor Lenz, Ed.D.

California Community College Chancellor's Office

1102 Q Street

Sacramento, CA 95811

smlenz@cccco.edu (Email)

916.327.5910 (Business)

916.327.8232 (Facsimile)

4

BERKELEY CITY COLLEGE COURSE OUTLINE

COLLEGE:	STATE APPROVAL DATE:	09/27/2010
ORIGINATOR: Jayne Matthews	STATE CONTROL NUMBER:	CCC000360317
	BOARD OF TRUSTEES APPROVAL DATE:	
	CURRICULUM COMMITTEE APPROVAL DATE:	02/24/2011
	CURRENT EFFECTIVE DATE:	

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
Course is not a basic skills course.
Stand-alone

2. DEPT/COURSE NO:

COPED 450

3. COURSE TITLE:

General Work Experience

4. COURSE: BCC Course - Update

TOP NO. 4932.00

5. UNITS: 1.000 - 3.000

HRS/WK LEC: 0.00 Total: 0.00

HRS/WK LAB: 3.43 - ~~17.14~~ Total: 60.03 - 299.95

HRS/WK TBA: 17.09

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title 5 for working students to earn academic credit for employment. Each will complete Learning Objective form specific to their employment (sample attached to outline).
Course Updates: 1. Hours 2. Change in SAM Code to C (as of 10/4/17) 3. Change in Program Status from 1 to 2 4. Lecture/Lab Content 5. Student Learning Outcomes 6. Methods of Instruction 7. Assignments 8. Student Performance Objectives

8. COURSE/CATALOG DESCRIPTION

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

a. Modular: No If yes, how many modules:

b. Open entry/open exit: No

c. Grading Policy: Both Letter Grade or Pass/No Pass

d. Eligible for credit by Exam: No

e. Repeatable according to state guidelines: Yes

f. Required for degree/certificate (specify):
Existing

g. Meets GE/Transfer requirements (specify):

Acceptable for credit: CSU. Twelve units of COPED credits are transferable as elective units to the California State University System (CSU).

h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? No

5

BERKELEY CITY COLLEGE COURSE OUTLINE

COLLEGE:	STATE APPROVAL DATE:	09/27/2010
ORIGINATOR: Jayne Matthews	STATE CONTROL NUMBER:	CCC000363855
	BOARD OF TRUSTEES APPROVAL DATE:	
	CURRICULUM COMMITTEE APPROVAL DATE:	02/24/2011
	CURRENT EFFECTIVE DATE:	

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
Course is not a basic skills course.
Stand-alone

2. DEPT/COURSE NO:

COPEP 451

3. COURSE TITLE:

Occupational Work Experience

4. COURSE: BCC Course - Update

TOP NO. 4932.00

5. UNITS: 1.000 - 4.000

HRS/WK LEC: 0.00 Total: 0.00

HRS/WK LAB: 3.43 - 17.18 Total: 60.03 - 300.13

HRS/WK TBA: 14

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title 5 § 55252, for working students to earn academic credit for employment relating to their educational or career goals. Each will complete Learning Objective form specific to their employment (sample attached to outline). Course Updates: 1. Hours 2. Change in SAM Code to C (as of 10/4/17) 3. Change in Program Status from 1 to 2 4. Lecture/Lab Content 5. Student Learning Outcomes 6. Methods of Instruction 7. Assignments 8. Student Performance Objectives 9. Student Assessment

8. COURSE/CATALOG DESCRIPTION

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational /Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

a. Modular: No If yes, how many modules:

b. Open entry/open exit: No

c. Grading Policy: Both Letter Grade or Pass/No Pass

d. Eligible for credit by Exam: No

e. Repeatable according to state guidelines: Yes

f. Required for degree/certificate (specify):

Public And Human Services: Community And Public Services, Public And Human Services: Community And Public Services, Public And Human Services: Community Health Worker, Public And Human Services: Community Health Worker, Public and Human Services: Social Services Paraprofessional, Public And Human Services: Social Services Paraprofessional

g. Meets GE/Transfer requirements (specify):

Acceptable for credit: CSU.

6

MERRITT COLLEGE COURSE OUTLINE

COLLEGE:		STATE APPROVAL DATE:	09/19/2007
ORIGINATOR:	Doris Hankins	STATE CONTROL NUMBER:	CCC000357297
		BOARD OF TRUSTEES APPROVAL DATE:	05/20/2008
		CURRICULUM COMMITTEE APPROVAL DATE:	05/05/2008
		CURRENT EFFECTIVE DATE:	

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
 Course is not a basic skills course.
 Stand-alone

2. DEPT/COURSE NO:

COPED 450

3. COURSE TITLE:

General Work Experience

4. COURSE: MC Add DE

Addendum w/Catalog Changes

TOP NO. 4932.00

5. UNITS: 1.000 - 3.000

HRS/WK LEC:

HRS/WK LAB: 3.43 - 12.86 Total: 60.03 - 225.05

HRS/WK TBA:

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

A course in work experience is offered to those students whose work is not related to their educational or occupational goals, but who wish to acquire desirable work habits and attitudes and to improve their educational motivation and human relations skills.

8. COURSE/CATALOG DESCRIPTION

Supervised employment: Acquiring desirable work habits and attitudes, developing improved human relations skills.

9. OTHER CATALOG INFORMATION

- a. Modular: No If yes, how many modules:
- b. Open entry/open exit: No
- c. Grading Policy: Both Letter Grade or Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
Existing
- g. Meets GE/Transfer requirements (specify):
Acceptable for credit: CSU
- h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? Yes

10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS): (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry

MERRITT COLLEGE COURSE OUTLINE

COLLEGE:		STATE APPROVAL DATE:
ORIGINATOR:	Doris Hankins	STATE CONTROL NUMBER:
		BOARD OF TRUSTEES APPROVAL DATE:
		CURRICULUM COMMITTEE APPROVAL DATE:
		CURRENT EFFECTIVE DATE:

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
Course is not a basic skills course.
Stand-alone

2. DEPT/COURSE NO:

COPED 451

3. COURSE TITLE:

Occupational Work Experience

4. COURSE: MC New Course

TOP NO. 4930.10

5. UNITS: 1.000 - 4.000

HRS/WK LEC:

HRS/WK LAB: 3.43 - 17.15 Total: 60.03 - 300.13

HRS/WK TBA:

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provide an opportunity as outlined in Title 5 - 55252, for working students to earn academic credit for employment relating to their educational or career goals. Each will complete Learning Objective form specific to their employment (sample attached to outline).

8. COURSE/CATALOG DESCRIPTION

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Course study under this section may be repeatable three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational /Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

- a. Modular: No , If yes, how many modules:
- b. Open entry/open exit: No
- c. Grading Policy: Both Letter Grade or Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
- g. Meets GE/Transfer requirements (specify):
Acceptable for credit: CSU
- h. C-ID Number: Expiration Date:
- i. Are there prerequisites/corequisites/recommended preparation for this course? No

10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS): (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace



LANEY COLLEGE COURSE OUTLINE

COLLEGE:		STATE APPROVAL DATE:	09/19/2007
ORIGINATOR:	Pinar Alscher	STATE CONTROL NUMBER:	CCC000354508
		BOARD OF TRUSTEES APPROVAL DATE:	
		CURRICULUM COMMITTEE APPROVAL DATE:	
		CURRENT EFFECTIVE DATE:	01/01/1996

DIVISION/DEPARTMENT:**1. REQUESTED CREDIT CLASSIFICATION:**

Credit - Not Degree Applicable
 Course is not a basic skills course.
 Stand-alone

2. DEPT/COURSE NO:

COPED 450

3. COURSE TITLE:

General Work Experience

4. COURSE: Laney Course
Updating**TOP NO.** 4932.00**5. UNITS:** 1.000 - 3.000**HRS/WK LEC:** 0.00 Total: 0.00**HRS/WK LAB:** 3.00 - 9.00 Total: 52.50 - 157.50**HRS/WK TBA:****6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:****7. JUSTIFICATION FOR COURSE:**

Provides an opportunity as outlined in Title 5 for working students to earn academic credit for employment. Each will complete Learning Objective form specific to their employment (sample attached to outline).

8. COURSE/CATALOG DESCRIPTION

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

a. Modular: No If yes, how many modules:

b. Open entry/open exit: No

c. Grading Policy: Both Letter Grade or Pass/No Pass

d. Eligible for credit by Exam: No

e. Repeatable according to state guidelines: Yes

f. Required for degree/certificate (specify):

Existing

g. Meets GE/Transfer requirements (specify):

Acceptable for credit: CSU

h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? No

LANEY COLLEGE COURSE OUTLINE

COLLEGE:		STATE APPROVAL DATE:	09/17/2007
ORIGINATOR:	Pinar Alscher	STATE CONTROL NUMBER:	CCC000440925
		BOARD OF TRUSTEES APPROVAL DATE:	
		CURRICULUM COMMITTEE APPROVAL DATE:	
		CURRENT EFFECTIVE DATE:	01/01/1996

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
Course is not a basic skills course.
Stand-alone

2. DEPT/COURSE NO:

COPED 451

3. COURSE TITLE:

Occupational Work Experience

4. COURSE: Laney Course
Updating

TOP NO. 4932.00

5. UNITS: 1.000 - 3.000

HRS/WK LEC: 0.00 Total: 0.00

HRS/WK LAB: 4.00 - 16.00 Total: 70.00 - 280.00

HRS/WK TBA:

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title V § 55252, for working students to earn academic credit for employment relating to their educational or career goals. Each will complete Learning Objective form, see attached to outline.

8. COURSE/CATALOG DESCRIPTION

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational /Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

- a. Modular: No If yes, how many modules:
- b. Open entry/open exit: No
- c. Grading Policy: Both Letter Grade or Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
Existing
- g. Meets GE/Transfer requirements (specify):
Acceptable for credit: CSU
- h. C-ID Number: Expiration Date:
- i. Are there prerequisites/corequisites/recommended preparation for this course? No

(10)

COLLEGE OF ALAMEDA COURSE OUTLINE

COLLEGE:		STATE APPROVAL DATE:	09/27/2010
ORIGINATOR:	Crystallee Crain	STATE CONTROL NUMBER:	CCC000348500
		BOARD OF TRUSTEES APPROVAL DATE:	05/08/2008
		CURRICULUM COMMITTEE APPROVAL DATE:	
		CURRENT EFFECTIVE DATE:	

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
 Course is not a basic skills course.
 Program Applicable

2. DEPT/COURSE NO:

COPED 450

3. COURSE TITLE:

General Work Experience

4. COURSE: COA Course Changes in Catalog Info

TOP NO. 4932.00

5. UNITS: 1.000 - 3.000

HRS/WK LEC:

HRS/WK LAB: 5.00 - 40.00 Total: 87.50 - 700.00

HRS/WK TBA:

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title V 55252, for working students to earn academic credit for employment that is not related to their educational goals. Each student will complete Learning Objectives form, see attached to outline

8. COURSE/CATALOG DESCRIPTION

Supervised employment to assist in acquiring desirable work habits and attitudes. Employment need not relate to educational/occupational goals.

9. OTHER CATALOG INFORMATION

- a. Modular: No If yes, how many modules:
- b. Open entry/open exit: Yes
- c. Grading Policy: Both Letter Grade or Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
Existing
- g. Meets GE/Transfer requirements (specify):
Elective
- h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? No

10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS): (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry

COLLEGE OF ALAMEDA COURSE OUTLINE

COLLEGE:	STATE APPROVAL DATE:	01/31/2012
ORIGINATOR: Crystallee Crain	STATE CONTROL NUMBER:	CCC000529353
	BOARD OF TRUSTEES APPROVAL DATE:	
	CURRICULUM COMMITTEE APPROVAL DATE:	
	CURRENT EFFECTIVE DATE:	

DIVISION/DEPARTMENT:

1. REQUESTED CREDIT CLASSIFICATION:

Credit - Degree Applicable
 Course is not a basic skills course.
 Program Applicable

2. DEPT/COURSE NO:

COPED 451

3. COURSE TITLE:

Occupational Work Experience

4. COURSE: COA New Course

TOP NO. 4932.00

5. UNITS: 1.000 - 4.000

HRS/WK LEC: 0.00 - 4.00 Total: 0.00 - 70.00

HRS/WK LAB: 0.00 - 12.00 Total: 0.00 - 210.00

HRS/WK TBA:

6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:

7. JUSTIFICATION FOR COURSE:

Provides an opportunity as outlined in Title V § 55252, for working students to earn academic credit for employment relating to their educational or career goals. Each will complete Learning Objective form specific to their employment (sample attached to outline).

8. COURSE/CATALOG DESCRIPTION

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational /Apprentice Work Experience).

9. OTHER CATALOG INFORMATION

- a. Modular: No If yes, how many modules:
- b. Open entry/open exit: No
- c. Grading Policy: Both Letter Grade or Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):
Existing
- g. Meets GE/Transfer requirements (specify):
Acceptable for credit: CSU.
- h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? Yes

(12)