

Experiential education, also known as internship studies and work experience education, 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.

MiraCosta College offers both general and occupational work experience education through work experience and internship studies classes. Units for internship studies and work experience courses are calculated so that each 54 hours of work, paid or unpaid, equals one semester unit of credit. Students may earn a maximum of 14 units during one enrollment period in work experience education.

The Experiential Education Handbook contains the operational details of the experiential education program, including the following:

- A. The types of work experience education offered by the district.
- B. The systemic design of the experiential education program whereby students gain realistic learning experiences through work.
- C. A specific description of the respective responsibilities of the college, the faculty, the student, the employer, and other cooperating agencies in the operation of the program.
- D. A description of how the district will do the following:
  1. Provide guidance services for students during enrollment in experiential education courses.
  2. Assign a sufficient number of qualified academic and support personnel to direct the program and provide other required district services.

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. Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term.
5. 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.
6. Analyze disaggregated course enrollment, persistence, and success data related to certificate, degree, and transfer attainment.
7. Provide adequate clerical and instructional services.
8. Ensure equitable access to internship and work experience opportunities for underrepresented and socioeconomically disadvantaged students.
9. Retain the following documents for each work experience education student: learning agreements establishing hours to be worked, statements verifying hours worked, records of consultation with the employer, records of faculty consultation, evaluation of student learning objectives by instructor, the work permit for minor students (if applicable), and records of the final grade.

The Experiential Education Handbook is reviewed annually, and updated as needed by the Chair of Career Studies in consultation with subject matter experts and the appropriate dean.