

**Administrative Procedure**  
Chapter 4 – Academic Affairs

**AP 4103 WORK EXPERIENCE EDUCATION**

**References:**

Title 5 Sections 55250 et seq.;  
Education Code Sections 66700, 70901 and 70902

**Responsibilities**

The Vice President of Academic Affairs shall be responsible for the overall coordination of these procedures.

**Work Experience Education**

The Long Beach City College District recognizes job experience as a valuable learning resource. The Work Experience (WE) Education Program affords students the opportunity to earn college credit for learning while working or volunteering.

Work Experience Education aims to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. WE education shall be substantive and contribute to valuable learning outcomes towards a degree or certificate.

Work Experience Education involves student employment and/or internships selected, approved, and supervised to provide meaningful experiences related to the course of study or specific career pathway training. Combined with instruction in critical workplace skills, WE may include paid or unpaid, full or part-time employment. WE may be structured as separate credit or noncredit classes or integrated as a component of a course. WE should be integrated as part of a student's educational pathway, allowing students to achieve both educational and occupational goals such as career awareness, learning industry culture, competencies and norms, and developing professional networks. WE should endeavor to provide economically disadvantaged students with



- 75 hours = 1 unit of credit
- 150 hours = 2 units of credit
- 225 hours = 3 units of credit
- 300 hours = 4 units of credit

**Non-paid Employment**

- 60 hours = 1 unit of credit
- 120 hours = 2 units of credit
- 180 hours = 3 units of credit
- 240 hours = 4 units of credit

All WE requirements must be met to award credit at the end of the semester.

Also see BP 4103 Work Experience Education.

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**Approved:** July 22, 2020

**Revised:** November 17, 2021; April 17, 2024