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**APPENDIX D****TITLE: INSTRUCTOR – WORK EXPERIENCE****Introduction:**

Work Experience Instructors are members who are assigned a majority of their time coordinating and evaluating students employed in full or part-time jobs selected and approved as having educational value for the students employed therein.

The load of work experience instructional faculty shall comply with the provisions of Article 17.3.3.

**Duties and Responsibilities:**

Instructional duties and assignments consist of the following:

1. Provide instruction for each student on an individual basis. This includes preparation, visits to job sites, evaluation of students' work, consultation with students outside of school (scheduling time beyond normal office hours if necessary), consultation with work supervisors and maintenance of currency in the subjects taught and other efforts related to the teaching of assigned classes.
2. Maintain accurate class and other records conforming with state requirements and stated District and college needs.
3. Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
4. Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
5. Make job site visits to each student's job to determine the availability of learning experiences, safe working conditions, and cooperation and supervision from the employer for the student.
6. Post and maintain office hours each week in accordance with Article 17 for full-time faculty and Article 100.7 for associate faculty.
7. Provide each student with a current course syllabus as per instructions in the Faculty Handbook at the beginning of the course.
8. Refer students to appropriate college resources for information on counseling and other student services.
9. Assist students by providing advice on requirements for successful achievement in the member's area of expertise.

In addition to the instructional duties and responsibilities outlined above regular and contract members are expected to perform institutional responsibilities as delineated in Articles 17 and 21.