



Clatsop  
Community  
College

Cooperative Work Experience (CWE)

# Employer Reference Guide



It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Greg Dorcheus, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, [gdorcheus2@clatsopcc.edu](mailto:gdorcheus2@clatsopcc.edu) (503) 338-2406; TDD : Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall,



Clatsop  
Community  
College

## What is Cooperative Work Experience (CWE)?

Cooperative Work Experience (CWE) integrates a student's academic and career interests with productive work experience. Students can earn college credit while working in positions related to their academic programs, similar to on-the-job training programs or internships. **To learn more about CWE at Clatsop Community College contact the CWE Program Manager at 503.338.2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu).**

### What are the benefits of CWE for employers?

*Benefits to CWE employers include a direct link to skilled workers prior to their entering the workforce, investment of time and energy into maintaining skills/expectations within your industry sector, and the opportunity to inspire students to join your profession.*

### What are the costs associated with CWE?

**Cost to Employer:** *Many CWE employers pay students for their work; however, this is negotiated between the employer and the student. There is no required cost associated with hosting a CWE student. Cooperative Work Experience can be paid or unpaid.*

**Cost to Student:** *Students will pay college tuition & fees per credit of CWE.*

### How many hours can students work during their CWE?

*Students receive CWE credits based on how many hours they work. Students are expected to work approximately 33 – 65 hours for each credit. The specific number of hours worked per week will depend on the student and program.*

## Overview of the Responsibilities of CWE Employers

- To indicate your interest to host a CWE student, send a job description to [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu).
- We will forward the description to the appropriate department. Faculty will then work directly with students in their departments who are looking for a CWE placement. Students will respond to your job description and contact you.
- Interview and make a hiring decision; there is no obligation to hire students who do not meet your employment needs.
- Review the Learning Outcomes Agreement provided by the student and CWE Program Manager.
- Develop a work schedule including time to orient and train the student.
- Periodically review progress with student, initial timesheets, and give feedback.
- Meet briefly one or two times throughout the term with the student and CWE Program Manager.
- Evaluate student's performance at the end of the term, using the Learning Outcomes Evaluation.

### Work Hours/Credit Chart

#of Credits	Hours Worked Per Week	Total Hours Per 11 week Term
6	18-20 hours	198- 230 hours
5	15-17 hours	165- 197 hours
4	12-14 hours	132-164 hours
3	9-11 hours	99-131 hours
2	6-8 hours	66-98 hours
1	3-5 hours	33-65 hours

To learn more about CWE at Clatsop Community College contact the Cooperative Work Experience Program Manager at 503.338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu)



Supervisors and mentors serve as the linchpin that determines whether a student employee's experience is meaningful or menial.

Research on student employment shows that students know they are learning many "real world" work skills, such as time management, conflict resolution, and balancing priorities. What they may not connect on their own, however, is their classroom learning and their jobs. While some connections are natural (e.g. a graphic design major working on a marketing team), others require a bit more thought and deliberate attention. Supervisors are very important assets in helping students make these connections between work and school.

Supervisors regularly check in with student employees on work flow, tasks, and assignments. Taking an extra minute or two to also periodically check in on how students are doing in classes, and even asking them to relate what they're learning on the job to course work or vice versa can be all it takes to help get some connections firing!

To learn more about CWE at Clatsop Community College contact the Cooperative Work Experience Program Manager at 503.338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu)



## HIRING CWE STUDENTS

- To indicate your interest to host a CWE student, send a job description to [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu). We will forward the description to the appropriate department. Faculty will then work directly with students in their departments who are looking for a CWE placement. Students will respond to your job description and contact you.
- Job Description - the ideal job description will:
  - » List key duties and responsibilities.
  - » State hours and days required; or state flexibility in work days and work times.
  - » State if resume or application is required.
  - » Include brief description of the organization/company.
  - » Include contact information and work site address.
- Interview students
  - » Use questions similar to what you would use for a paid position.
  - » Be clear about the compensation you will be offering or if the position is unpaid.
  - » Be sure to tell students about the next steps and when you will make a hiring decision.
- If you have a current employee who wishes to complete CWE for credit, ask your employee to contact the CWE Program Manager to discuss next steps.
- Learning Outcomes Agreement
  - » The Learning Outcomes Agreement is a form that identifies the student's dates of employment, hours, wage, desired job activities, and expectations.
  - » Students and faculty are involved in creating this document.
  - » Ensure that your work site can provide the experiences required to complete the outcomes.

## FREQUENTLY ASKED QUESTIONS (FAQS)

### *Who pays the cost of workers' compensation insurance?*

If the student is participating in a paid activity with your business, you will pay the cost of workers' compensation. If it is a non-paid training experience, the college covers the workers' compensation insurance.

### *What can be done if the CWE student does not perform satisfactorily?*

You are encouraged to speak with students about their behavior or performance (referencing the tips on providing feedback may be helpful). If the behavior or performance does not change, you can ask students to leave as you would any other employee.

### *Can students claim unemployment insurance benefits against my company after their CWE ends?*

No, CWE students are not eligible for unemployment benefits.

### *What should I do if something goes wrong?*

If there are performance concerns, please speak directly to the student first. Then you may also contact the instructor. If there is an accident involving the CWE student, please immediately contact the CWE office. For other concerns, please contact the CWE office.

To learn more about CWE at Clatsop Community College contact the Cooperative Work Experience Program Manager at 503.338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu)

# Orienting, Training, and Reviewing Progress of CWE Students

## Orienting

CWE students are like new hires; please have someone available to meet with students on their first day to review your expectations.

It is often helpful for students to learn more about your place of employment, for example:

- ***What is your company's primary goal?***
- ***What products or services does your company provide?***
- ***How is the company organized?***
- ***Who are the key staff, managers, etc.?***
- ***What are the company policies (confidentiality, safety, etc.)?***
- ***What safety equipment or personal protective equipment is needed?***
- ***What to do in case of an emergency.***

In general, it is beneficial to clarify overall expectations of the CWE students and share with them how their work relates to the overall goals of the company.

## Training

Because CWE is a training opportunity for students, you will want to ensure that student work is performed in a safe, productive, and expedient manner. Here are a few tips for providing specific instruction to students in order to complete new tasks:

- Show and tell the student how to perform the task.
- Ask the student to explain how to do the task while watching you complete the task.
- Ask the student to tell you and demonstrate how they will do the task.

## Reviewing progress and providing feedback

As students learn new tasks and hone their skills you are encouraged to provide them with daily or weekly feedback. Feedback is a constructive training tool that allows students to continually improve their performance and attitude. In order to support student learning, please consider the following methods of providing feedback:

- Share with students specifically what they did or did not do well.
- State specifically what you would like to see them continue or do differently.
- Ask what you, as the supervisor, can do to help.
- Meet with Clatsop Community College CWE Program Manager & Faculty
  - » Be prepared to meet with CCC staff 1-2 times during the term.
  - » You may discuss progress on learning outcomes, student performance and any other work-related issues.
  - » The student may or may not be present at these meetings.

## Questions?

- Misty Bateman; Program Manager for Cooperative Work Experience and Clatsop WORKS Student Summer Internships  
[mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu)  
503-338-2507

**Non-Discrimination Declaration:** It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Desiree Noah, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu) (503) 338-2450; TDD : Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

**Accommodations:** Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Desiree Noah, Lower Library, Suite 103, [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu) (503) 338-2450; TDD: Oregon Relay- Dial 711. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

**Declaración de no-discriminación:** Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Desiree Noah, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 103 [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall , oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

**Ayuda a personas discapacitadas:** Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Faith Forster, localizada en Columbia Hall , oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Desiree Noah, localizada en la biblioteca, oficina número 103 [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.